DOCUMENT RESUME

ED 392 462 IR 055 848

TITLE	Collection Development Plan.
INSTITUTION	Minnesota State Law Library, St. Paul.
PUB DATE	96
NOTE	65p.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Interlibrary Loans; *Law Libraries; *Library Collection Development; Library Material Selection; *Library Planning; *Library Policy; Library Standards; Preservation
IDENTIFIERS	*Minnesota

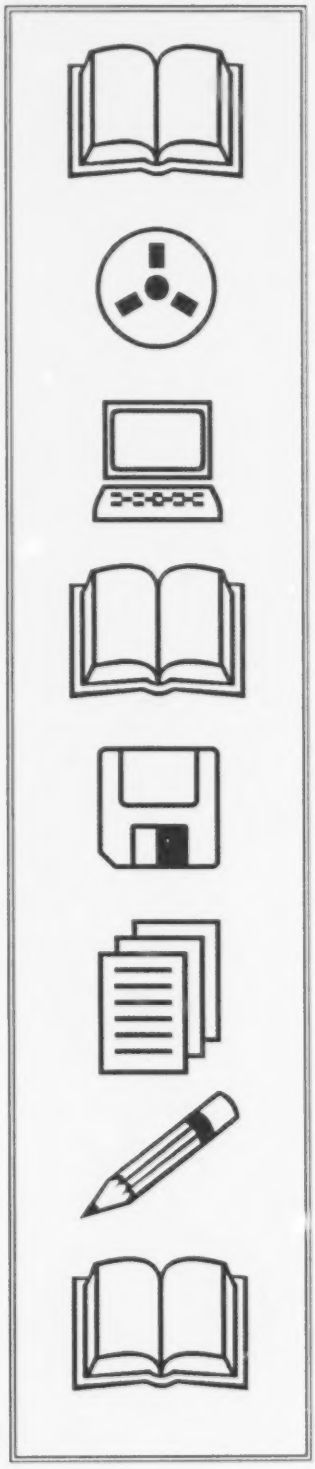
ABSTRACT

This collection development plan of the Minnesota State Law Library includes detailed information on policies and annotations. After an overview of the Library's collection, general policy guidelines on the following are discussed: material selection; principles of selection; exclusions; gifts; interlibrary loan; cooperation; replacements; duplication; electronic resources; preservation; weeding and storage; and standards. Policies on special collection areas are also identified. Annotations provide examinations and assessments of the Library's collection. In outline form, the following major areas are evaluated for what the Library should have and does have, as well as for other considerations: administrative decisions and regulations; attorney general opinions; citators; constitutions; court reports and rules; dictionaries and encyclopedias; digests of case law; directories; form books; government documents; judicial administrative reports; legislative journals and studies; looseleaf services; newspapers; periodicals; practice manuals and procedural forms; session laws and statutes; standards; treaties; treatises and subject materials; and uniform laws and model acts. Appendices include the Minnesota State Law Library mission statement, retention of titles in retired collections and storage, the American Association of Law Libraries Appellate Court Library Standards, and the American Library Association Library Bill of Rights. (AEF)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☐ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED 392 462



Collection Development Plan

Minnesota State Law Library

St. Paul, Minnesota

1996

PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Sara Galligan
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

BEST COPY AVAILABLE

1R055848

MINNESOTA STATE LAW LIBRARY

COLLECTION DEVELOPMENT PLAN

TABLE OF CONTENTS

PART I: POLICIES 1
- Introduction 1
- Overview of the Collection 1
- General Guidelines 2
  - Selection of Materials 2
  - Principles of Selection 2
  - Exclusions 3
  - Gifts 3
  - Interlibrary Loan 3
  - Cooperation 3
  - Replacements 3
  - Duplication 3
  - Electronic Resources 3
  - Preservation 4
  - Weeding and Storage 4
  - Standards 4
- Special Collection Areas 4
  - Audiocassettes 4
  - Book Exchange 4
  - Depository Collections 5
  - Government Publications 5
  - Judicial Archives 5
  - Microform Materials 5
  - Minnesota Appellate Court Documents 5
  - Outreach Services Collection 6
  - Reading Lounge 6
  - Special Collections Room 6
  - Vertical File 6
  - Videocassettes 6

PART II: ANNOTATIONS 6
- ADMINISTRATIVE DECISIONS 7
- ADMINISTRATIVE REGULATIONS 8
- ATTORNEY GENERAL OPINIONS 10
- CITATORS 11
- CONSTITUTIONAL CONVENTION PROCEEDINGS 12
- CONSTITUTIONS 14
- COURT REPORTS 16
- COURT RULES 18
- DICTIONARIES 19
- DIGESTS OF CASE LAW 20
- DIRECTORIES OF LAWYERS, LEGISLATORS AND JUDGES 22
- ENCYCLOPEDIAS 24

TABLE OF CONTENTS
PART II: ANNOTATIONS continued

FORM BOOKS 25
GOVERNMENT DOCUMENTS 26
JUDICIAL ADMINISTRATIVE REPORTS 28
LEGISLATIVE JOURNALS 30
LEGISLATIVE STUDIES 32
LOOSELEAF SERVICES 33
NEWSPAPERS 35
PERIODICAL INDEXES 37
PERIODICALS 38
PRACTICE MANUALS AND PROCEDURAL FORMS 40
SESSION LAWS AND STATUTES 42
STANDARDS 44
TREATIES 45
TREATISES AND SUBJECT MATERIALS 47
UNIFORM LAWS AND MODEL ACTS 49

PART III: APPENDICES 50
Minnesota State Law Library. Mission Statement 50
Minnesota State Law Library. Collection Development Decisions. Retention of Titles in Retired and Storage 51
American Association of Law Libraries. State, Court, and County Law Libraries Special Interest Section. Appellate Court Library Standards 53
American Library Association. Library Bill of Rights 61

PART I: POLICIES

Introduction

The Minnesota State Law Library (MSLL) is the oldest continuing library in the state of Minnesota and one of the state's oldest institutions. As a public law library, the Library serves all citizens. However, the Library's primary mission is to meet the legal research needs of the Minnesota Supreme Court. In addition, the Library serves as a principal legal research and information center for the Minnesota Court of Appeals and judicial branch; legislative and executive branches, including the Attorney General's Office; county law libraries; legal profession; various units of local and metropolitan government; inmates of adult correctional institutions; other law, public, special and academic libraries; and the public.

Although the Library's first priority is to the judicial branch, two separate but interrelated factors have recently influenced collection philosophy. The first factor is the recognition that "access to justice" is a fundamental right of all citizens. The Library adheres to the philosophy expressed in the "Preamble" to the 1992 Proceedings of the National Conference on State Court Libraries (*The First Rung on the Ladder of Justice: Recommendations for Change in State Court Libraries*, p. 1):

> Access to justice is a fundamental right of citizens of every state and territory of the United States of America. An essential element of access to the ameliorative powers of the courts is access to the sources of the law. The supreme court or court of last resort of each state bears a public trust to ensure that legal information is placed at the disposal of members of the public to permit them to shape their behavior to the tenets of the law. In equal manner, as the administrative head of the justice system, a supreme court or court last resort must ensure that courts at every level of jurisdiction have ready access to legal information so that their rulings are formulated in cognizance of current law. In our complex and information-rich society, legal information is the crucible in which the quality of justice is forged.

The second factor to influence the Library's collection philosophy relates to the changing patterns of legal research in this metropolitan area. Traditionally, a researcher had a choice of law libraries to visit for legal information. However, since the mid-1980s, declining budgets, fewer staff, loss of resources, and other concerns have forced other law libraries to turn inward and concentrate on their primary user groups. The public has been the group most affected by this development. With no other law library to serve them, many have gravitated to the Library as a law library of last resort. Therefore, the Library has the responsibility to maintain resources that meet the unique needs of the lay user.

Overview of the Collection

The Library maintains a comprehensive collection of materials that serves the needs for current legal information and legal research. The collection will emphasize and be responsive to the practice and interpretation of the law, rather than the learning of the law. Historical, recreational and other special collections are maintained. While the emphasis is on American law, the Library provides selective coverage for Canadian and English law. The Library prefers English language materials.

In general, the Library collects the following:

- primary legal materials of the federal government and its territories, the states, and Canadian federal and provincial governments. Primary materials include session laws, codes, opinions of the appellate courts, attorney general opinions, and administrative rules and regulations.

- finding aids and user guides, including citators, indexes, abstracts, directories, encyclopedias, dictionaries, and any other appropriate reference material.

- secondary materials on a wide variety of legal subjects. The Library collects in topical areas of law that meet the information needs of its clientele. Emphasis is on currency and, at a minimum, on providing introductory coverage in all major areas of law. On a periodic basis, the senior library staff will assess the bibliographic strength of these areas and purchase (or weed) materials accordingly. The Library also selects materials that are ancillary and complementary to the practice of law, as well as new and developing areas of law.

- Minnesota law on a comprehensive level, including legal materials concerning foundation, growth and interpretation of Minnesota's government and law; the justices and judges of Minnesota's courts; and Minnesota lawyers and bar associations.

- federal and state government documents selected through depository programs.

All formats are considered, including the traditional book, looseleafs, audio and video cassettes, microforms, compact disks, and online databases.

General Guidelines

1. Selection of Materials

The State Law Librarian assumes final responsibility for the selection of legal materials. The State Law Librarian will make all selection decisions with the assistance and advice of the Heads of the Technical, Outreach and Public Services departments. The Library encourages participation in the acquisition process by staff and library users.

2. Principles of Selection

The following principles will be considered when evaluating an item for acquisition:

- relationship of the title to the existing collection.
- significance and timeliness of the material.
- scope and authority of the author or publisher.
- requests from users for specific titles or subjects.
- reviews and recommendations.
- cost.
- format.

3. Exclusions

In general, the Library does not collect the following: law school textbooks; theoretical materials; publications in foreign languages; foreign and international law; and continuing legal education materials from other states.

4. Gifts

Gifts will be accepted without conditions from the donor. No monetary value will be placed on materials given to the Library. No special arrangements will be assured for housing or shelving gifts, although the Library will affix "bookplates" noting the donor. The Library's selection principles apply to gifts.

5. Interlibrary Loan

Full recognition is given to the fact that the Library cannot own all materials requested or needed by its users. When a title is not in the Library's collection, efforts will be made to locate the title and obtain it through interlibrary loan.

6. Cooperation

The Library will cooperate as fully as possible in resource sharing activities. In addition to interlibrary loan, these activities may include cooperative collection development, staff exchanges, or other activities yet to be explored. In recognition of an obligation to maximize resources, the Library seeks to ensure the broadest substantive coverage of materials for the users. Further, to avoid duplication and to promote the use of funds wisely, the Library may participate in cooperative purchasing programs with other law libraries in the metropolitan area.

7. Replacements

The Library does not automatically replace all missing resources. The following factors are considered: existence of adequate coverage in the collection; cost of replacement (whether in-print or out-of-print); demand for the specific title or subject; and availability of newer or better materials on the subject.

8. Duplication

Duplicate and multiple copies of resources are not purchased unless there is a demonstrable need for additional titles. For participation in the American Association of Law Libraries Exchange Program, the Library keeps duplicate periodical copies that are received free of charge or as gifts. See also "Collection Development Decisions: Retention of Titles in Retired and Storage" in Part III of this document.

9. Electronic Resources

The Library will subscribe to CD-ROM products and electronic databases (both legal and non-legal) when the resources are not available in the Library in any form, when use permits time or cost savings, or when the format facilitates more comprehensive research of a topic. The Head of Public Services and the State Law Librarian will determine the cost of access to patrons for online databases.

10. Preservation

For any Library materials, once a determination is made that an item is in disrepair, it is either repaired or replaced. In some instances, more durable formats, such as microfiche, are used to replace larger collections of deteriorating materials. The Library maintains a program of historic preservation for rare materials. The Library also has a disaster plan which is coordinated with the Judicial Center program.

11. Weeding and Storage

Superseded and outdated materials may be:

- discarded,
- retired,
- placed in Storage, or
- retained in the active collection with the label "The Library is No Longer Updating this Material."

See "Collection Development Decisions: Retention of Titles in Retired and Storage" in Part III of this document. All patron requests for discarded materials should be referred to the State Law Librarian.

12. Standards

The Library shall adhere to the collection standards established by the State, Court, and County Law Libraries Special Interest Section of the American Association of Law Libraries (reprinted in Part III of this document).

The Library shall adhere to the principles outlined in the American Library Association Bill of Rights (reprinted in Part III of this document) when selecting materials. It is the responsibility of the professional staff selecting materials to ensure that diverse points of view are represented in the collection and that materials are not removed from the collection because of partisan doctrinal disapproval.

Special Collection Areas

1. Audiocassettes

The Library collects audiocassettes in its capacity as a depository for State Justice Institute materials and for the purpose of professional development.

2. Book Exchange

The Library maintains a collection of donated books covering a wide range of subjects, both fiction and non-fiction, for the reading enjoyment of judicial employees. Minnesota Judicial Center staff are encouraged to contribute to and select books from the collection. Selected items need not be returned.

3. Depository Collections

The Library may enter into depository agreements with specific agencies or organizations in order to ensure the systematic collection, public access, and preservation of significant legal resources. Currently the Library has depository agreements with the Committee of Appellate Staff Attorneys, the Sentencing Guidelines Commission, and the State Justice Institute. See also "Government Publications" below.

4. Government Publications

The Library is a depository for U.S. government and State of Minnesota publications. Federal depository items are retained in accordance with usage or as authorized by the Superintendent of Documents. Minnesota documents distributed on microfiche are retained indefinitely. For more information, see "Government Documents" in Part II of this document.

The Library maintains one of the most complete collections of Minnesota regulations published prior to the *Minnesota Code of Agency Regulations* (MCAR). The Library is also a depository for "incorporations by reference," which are separately published materials adopted as agency regulations but not reproduced within *Minnesota Rules*.

5. Judicial Archives

On the retirement of a member of the Minnesota Supreme Court, the Library compiles a history on the retiree's judicial career. The career books are entitled the "Minnesota Justice Series" and are housed in Special Collections.

In addition, the Library attempts to collect the annual reports and other significant documents of all agencies under the jurisdiction of the Minnesota Supreme Court. See also "Minnesota Appellate Court Documents" below.

6. Microform Materials

The Library collects materials in microfiche to conserve space and save funds, or because the resource is only available in this format. Two microfiche reader-printers are available for patrons to obtain paper copies of the material.

7. Minnesota Appellate Court Documents

The Library attempts to collect and preserve all important Minnesota appellate court documents including published and unpublished opinions, orders, and task force reports.

The Library has a comprehensive bound collection of "briefs," which are written appellant and respondent arguments of cases appealed to the Minnesota Court of Appeals and the Supreme Court. Since 1981 the Library has prepared and distributed a microfiche edition of these briefs to subscribing libraries.

The Library maintains a selection of transcripts of cases tried in Minnesota district courts and appealed to the appellate courts.

8. Outreach Services Collection

The Outreach Services Department maintains a core collection of criminal law and prison materials in support of the Law Library Service to Prisoners program. The Department also preserves selected Minnesota legal periodicals indexed in the *Minnesota Legal Periodicals Index*. In addition, the Department houses a small collection of law library management materials, including library periodicals, in support of the County Law Library Program.

9. Reading Lounge

Legal newspapers, as well as daily newspapers and other general reading materials, are available in the Reading Lounge. See *Docket Series*, "Reading Lounge Collection."

10. Special Collections Room

The Special Collections Room has material on several aspects of legal scholarship. These materials have been collected by State Law Librarians since the Minnesota Territorial Legislature established the Library back on March 3, 1849. They include trials from many countries, but mostly American or British. The Room also contains state constitutional convention materials; territorial session laws and statutes; legal materials produced by the Confederate States of America; religious and ancient legal documents; works on jurisprudence; volumes on legal history and philosophy; writings about justices of the U.S. Supreme Court; the Minnesota Justice Series volumes; Minnesota State Bar Examination questions and answers; and other curiosities.

11. Vertical File

Uncataloged print resources, usually time-sensitive and less than 35 pages, are collected and arranged by subject in the Vertical File. A bibliography listing these resources is produced by the Public Services Department. Most of these materials provide a general introduction to a legal or law-related subject written in "plain English."

12. Videocassettes

The Library has a collection of videocassettes on selected legal subjects, particularly on trial practice skills. This collection includes an archive of *Law in Action* interviews originally broadcast on Minnesota public television.

PART II: ANNOTATIONS

Annotations provide detailed examinations and assessments of the Library collection. Major areas are evaluated for what the Library *should have* and *does have*, as well as for other considerations. Annotations are prepared by the Library's senior staff and are periodically reviewed and completely revised every five years.

ADMINISTRATIVE DECISIONS

Administrative decisions are reports from federal or state agencies authorized by law to adjudicate controversies arising out of the violation or interpretation of statutes, administrative regulations or rules.

See Also: GOVERNMENT DOCUMENTS and LOOSELEAF SERVICES

I. What We Need to Have

A. Federal -- The Library will collect all currently published official and unofficial advance sheets and decisions of federal administrative tribunals and commissions deemed relevant to the Library's mission.

B. Minnesota -- All currently published official advance sheets and decisions of Minnesota agencies should be collected.

C. Other -- The Library does not collect administrative decisions of other states.

II. What We Have

A. Federal -- The Library's collection of administrative decisions includes subjects such as aviation, communications, equal employment, immigration, interstate commerce, labor, maritime, nuclear energy, patents, trade, trademarks, occupational health and safety and securities.

B. Minnesota -- The Library's collection is limited at this time to data privacy opinions, Tax Court decisions, and Workers' Compensation decisions.

C. Other -- None.

III. Notes

A. Retention/Replacement -- As primary authority, administrative decisions are to be retained indefinitely.

B. Format -- Often the material can be found in a looseleaf service, subject reporter, online and, perhaps, in a CD-ROM format.

C. Cooperative Collection Development -- None.

D. Miscellaneous --

1. For Minnesota, this is a subject area ripe for development by the Library. The Library needs to determine which agencies/boards/commissions, etc., publish decisions and get on a regular distribution list.

2. No common search term collects administrative decisions from an agency. Board terms e.g., immigration and/or nationality and/or aliens must be used to locate relevant resources on a topic.

02/13/94 MRA

ADMINISTRATIVE REGULATIONS

Administrative regulations are primary authority produced by the executive branch of the government.

See Also: GOVERNMENT DOCUMENTS and LOOSELEAF SERVICES

I. What We Need to Have

A. Federal -- A complete and current set of the *Code of Federal Regulations* (CFR) and all prior editions. A current subscription to *Federal Register* (FR) and all prior volumes. All separately published policies, procedures, and regulations of selected agencies such as the IRS. All presidential documents, such as executive orders, available through the U.S. Government Depository system.

B. Minnesota -- Two complete and current sets of *Minnesota Rules* (MR) and all prior editions and permutations, such as the *Minnesota Code of Agency Rules* (MCAR). Two current subscriptions to the *State Register* (SR) and all prior volumes. The Library is a depository for "incorporations by reference" which are separately published materials adopted as agency regulations but not reproduced within *Minnesota Rules*. The Library should collect two copies of all incorporations by reference (one archival and one circulating copy).

C. Other -- Current edition of state administrative codes for North and South Dakota, Iowa, and Wisconsin, if available. Other states will be collected through exchange only. Current edition of Canadian and Ontario administrative codes.

II. What We Have

A. Federal -- CFR, 1938 to date; primarily in microfiche, last five years also in hardcopy. FR, v. 1 (1936) to date in microfiche; last two years also in hardcopy. Executive orders, #2554 to date (some missing). *Weekly Compilation of Presidential Documents*, v. 1 (1965) to date. *IRS Cumulative Bulletin*, 1922 to date. Looseleaf services are a source of regulations for the agencies and/or subject area they cover. Regulations are also accessible online.

B. Minnesota -- MR, 1983 to date; a complete run, multiple copies since 1987. The Library has one of the most complete sets of regulations issued before publication of MR. Since there is no master list, it is impossible to determine what is missing. Two copies of SR, v 1 (1978) to date. A list of "incorporations by reference" can be obtained through the Office of the Revisor of Statutes. The Library's collection is approximately 95% complete.

C. Other -- Current editions of state administrative codes for Iowa, Kansas, North Dakota, South Carolina, and Wisconsin. A checklist of the Library's holdings is included in *Docket Series*, "Current State Holdings." Older editions for Indiana, Iowa, Kansas, and South Carolina. Current edition of Canadian regulations. Older edition of Ontario regulations.

III. Notes

A. Retention/Replacement -- Federal and Minnesota regulations are considered part of the core collection and will be retained indefinitely. Replacement of historical FR has priority over CFR. The Library maintains a storage collection of all MR editions and SR (spotty) for the benefit of Minnesota libraries. The policy is to retain up to five copies. Replacement of these sets will depend upon donations. Other state and Canadian administrative codes will be replaced as funds become available.

B. Format -- Current federal regulations are available electronically. The Library selects FR and CFR in print as U.S. Government Depository items. FR is also available through *GPO Access* on the Internet. MR is available online and on CD-ROM. The Library receives free print copies according to Minn. Stat. 14.47 subd. 6. Other formats will be considered if statute is changed or demand requires a better searching process. South Dakota administrative code is available on the Internet. Other formats for state and Canadian administrative codes will be considered if they are a cost saving.

C. Cooperative Collection Development -- For historical Minnesota regulations not owned by the Library, check with the Revisor of Statutes, Minnesota Historical Society, or the Secretary of State. The University of Minnesota Law Library (UMLL) has agreed to collect all published state administrative codes. UMLL also has an excellent collection of foreign law.

D. Miscellaneous -- To assess collection on PALS enter "BR SU delegated legislation".

11/14/94 BLG

ATTORNEY GENERAL OPINIONS

Attorney General (AG) opinions fall somewhere in between primary and secondary authority. While they are the official statement of an executive officer, they are only advisory and are not binding.

I. What We Need to Have

A. Federal -- The Library should have online access to all AG opinions.

B. Minnesota -- The Library should maintain a current subscription to all AG opinions.

C. Other -- The Library should have online access to all AG opinions from other states.

II. What We Have

A. Federal -- All opinions are on WESTLAW. The Library selects U.S. Attorney General opinions as a U.S. Government Depository item. Currently the Library has in hardcopy v.1-42 (1974), plus slip opinions; apparently no opinions have been published since 1980. *Office of Legal Counsel*, v.1-11 1977-1987.

B. Minnesota -- Bound reports of selected opinions up to 1960. Looseleaf format for selected opinions, 1961-68. *Minnesota Legal Register*, 1968 to date contains all published opinions.

C. Other -- Attorney general opinions from other states are on WESTLAW from 1977 to date. See *Docket Series*, "Current State Holdings" for a list of states for which the Library receives current attorney general opinions in hardcopy.

III. Notes

A. Retention/Replacement -- Attorney general opinions are to be retained indefinitely. High priority will be given to replacing the Minnesota collection. Federal and other states will be replaced as items and/or funds become available.

B. Format -- Any format is acceptable.

C. Cooperative Collection Development -- The Office of the Attorney General of Minnesota will provide photocopies of opinions.

D. Miscellaneous --

1. The Library has a scattered collection of pre-1977 attorney general opinions from other states (including the confederate states). To assess the collection through PALS, enter "TE attorney# general# opinion#."

2. In the Periodical Collection, under the title *Attorneys General*, is a digest of state attorney general opinions prepared by the Council of State Governments. The Library has v. 1-21, 1938-1958. (The Council no longer publishes this resource.) Also in the Periodical Collection is *State Constitutional Law Bulletin*, published by the National Association of Attorneys General, which highlights selected state attorney general opinions.

11/14/94 BLG

CITATORS

Citators are independent reference works and tables that determine whether any given case, statute, administrative rule, regulation, etc., to be relied upon as authority is indeed still good authority. Also, for cases, citators can be used either to complete the citation or to examine other report(s) of the same case. *Shepard's Citations* is by far the most complete American citator system, in both geographical scope and fullness of treatment.

I. What We Need to Have

A. Federal -- Coverage of U.S. Supreme Court and other court decisions; court rules, legislation of Congress, administrative regulations.

B. Minnesota -- Coverage of appellate courts decisions and rules; legislation.

C. Other -- Coverage of appellate court decisions; legislation from selected states and special subject areas.

II. What We Have

For a complete listing of the Library's Shepard's holdings, see *Docket Series*, "Current State Holdings."

A. Federal -- The Library's coverage reflects "What We Need to Have" (I.A.).

B. Minnesota -- The Library's coverage reflects "What We Need to Have" (I.B.).

C. Other -- The Library retains citators in hardcopy for ten states and has selected citators for certain subject areas.

III. Notes

A. Retention/Replacement -- Most recent edition and current pamphlets for print; most recent CD-ROM.

B. Format -- If print is not available, CD-ROMs will be considered for jurisdictions the Library collects. The Library's resources are in print and CD-ROM. Online access is selectively available.

C. Cooperative Collection Development -- The Library should participate in all efforts to cooperatively collect citators.

D. Miscellaneous -- None.

1/22/96 MRA

CONSTITUTIONAL CONVENTION PROCEEDINGS

Constitutional convention proceedings include the official transactions of the governing bodies in their consideration of a constitutional document. The actual constitution is not a part of the proceedings.

See Also: CONSTITUTIONS

I. What We Need to Have

A. Federal -- Bibliographic access only.

B. Minnesota -- All available proceedings.

C. Other -- The Library should provide bibliographic access to the constitutional convention proceedings of other states.

II. What We Have

A. Federal --
1. Hearing, *Procedures for Calling a Constitutional Convention*, 1979
2. Secondary sources (commentary treatises which give a preliminary review of the constitutional history of the colonies and states before the adoption of the constitution).
   a. *The Documentary History of the Ratification of the Constitution*, 2 vols., 1976.
   b. *Commentaries on the Constitution of the United States*, 1891.
   c. *The Federalist, a Commentary on the Constitution of the United States*, 1888.

B. Minnesota --
1. *The Debates and Proceedings of the Minnesota Constitutional Convention including the Organic Act of the Territory* [Democratic version, 1857].
2. *Debates and Proceedings of the Constitutional Convention for the Territory of Minnesota to Form a State Constitution Preparatory to its Admission into the Union as a State* [Republican version, 1857].
3. *Journal of the Constitutional Convention of the Territory of Minnesota*, 1857.
4. *Minutes of the Meetings of the Constitutional Commission*, 1948.
5. *Report*. October 1, 1948. St. Paul: Constitutional Commission.
6. *Committee Reports on: Amendment Process, Bill of Rights, Education, Executive Branch, Finance, Intergovernmental Relations and Local Government, Judicial Branch, Legislative Branch, Natural Resources, Transportation, and Final Report*, 1973.

C. Other --
1. *State Constitutional Conventions: a Bibliography*, 1776-1959, 1959-1975.
2. *ABA Special Constitutional Convention Standing Committee*, 1974.
3. The Library owns most of the early state constitution convention proceedings. They are located in Judicial Archives. The collection is not comprehensive and is only partially cataloged on PALS. The Curator of Special Collections has a complete list of the materials in this collection.

CONSTITUTIONAL CONVENTION PROCEEDINGS continued

III. Notes

A. Retention/Replacement -- Retain all federal and state constitutional convention proceedings.

B. Format -- The Library collection is exclusively in print.

C. Cooperative Collection Development -- The Minnesota Historical Society collects all material relating to the Minnesota constitutional conventions.

D. Miscellaneous -- The PALS search "TE constitutional convention#" pulls up titles for this category of materials. See also *Minnesota Legal Research Guide* for Minnesota titles.

11/22/94 SG

CONSTITUTIONS

Constitutions are the supreme law of their respective jurisdictions. They are superimposed above the legislatures and the courts and are the measure of the limits and scope of any legislative act or judicial decree. Under the American system, any statute or judicial decision which contravenes or conflicts with the express or implied tenor of the provisions of the constitution for that jurisdiction is void. The constitutions of the individual states are the supreme law of such states except insofar as they are limited by the Constitution of the United States, the acts of Congress enacted in pursuance thereof, or by treaties negotiated and proclaimed under constitutional authority.

See Also: CONSTITUTIONAL CONVENTIONS.

I. What We Need to Have

A. Federal -- As the federal system stems from the Declaration of Independence, the Articles of Confederation and the Ordinance of 1787, multiple copies of these and the U.S. Constitution and its amendments should be collected. Because of the need for interpretation, annotated editions, which digest the cases construing the Constitution are preferred. In addition, historical sources that provide background and records of the drafting, debate and adoption of the U.S. Constitution should be collected.

B. Minnesota -- All versions of the constitution and its amendments, including debates and other historical material. Materials should be complete. An annotated edition is preferred.

C. Other --
1. The most current version of each state constitution, preferably in an annotated edition.
2. A source that collects the current constitutions of foreign nations, preferably annotated.

II. What We Have

A. Federal -- The U.S. Constitution as found in general encyclopedias, reference works, official and unofficial compilations of federal and state statutes, and miscellaneous pamphlets. The Library's annotated editions are the *United States Code Annotated* (USCA), *United States Code Service* (USCS), and the Library of Congress' edition, which is perhaps the most useful but dated (July 1982). Historical sources are *The Papers of James Madison; The Federalist; Farrand, Max: The Records of the Federal Convention of 1787*, and *U.S. Library of Congress: Documents Illustrative of the Formation of the Union of the American States*.

B. Minnesota -- The Library has excellent coverage of the original constitutional debates and proceedings for the first constitution and copies of reports from charter commissions and study groups that have been used for amendments. *Minnesota Statutes Annotated* (MSA) annotates the constitution and is current.

C. Other --
1. All annotated compilations of state statutes include annotations of their respective state constitution. Another excellent source for current annotations of U.S., Minnesota and other state constitutions is Columbia University's Drafting

Research Fund's *Constitutions of the United States National and State* (1980).

2. Foreign Nations -- The Library's only resource is very dated, a 1909 two volume set entitled *Modern Constitutions: A Collection of the Fundamental Laws of Twenty-two of the Most Important Countries of the World, with Historical and Bibliographical Notes* by Walter Fairleigh Dodd.

III. Notes

A. Retention/Replacement -- For the most part, Federal, Minnesota and other state constitutions contained in codes and statutes will be retained in accordance with the Library's retired policy. All historical resources should be retained indefinitely.

B. Format -- The Library owns a CD-ROM version of the U.S. Code. The CD-ROM version of USCA and MSA contain the U.S. and Minnesota Constitutions. Electronic access of the Federal, Minnesota and other states' constitutions are available on WESTLAW (official and annotated).

C. Cooperative Collection Development -- The Library refers patrons to the University of Minnesota Law Library for foreign law materials.

D. Miscellaneous --

1. The Library has an extensive collection on constitutions. "BR SU Constitutions" will display the scope and variety of holdings.

2. A recent source for the constitutions of foreign nations is Blaustein, A.P. and Flanz, C.H. (eds.) *Constitutions of the Countries of the World.* This set is available at the University of Minnesota Law Library.

11/21/94 MRA

COURT REPORTS

Court Reports include decisions of the appellate and special courts of the federal government and individual states. This category does not include the decisions of the executive branch, which are often described as administrative reports or decisions.

See Also: ADMINISTRATIVE DECISIONS, GOVERNMENT DOCUMENTS, and LOOSELEAF SERVICES

I. What We Need to Have

A. Federal -- All published decisions of the Supreme Court, Court of Appeals, District Courts and special courts (Court of Claims, Court of International Trade, military courts, bankruptcy courts, Court of Custom and Patent Appeals), with advance sheets if available.

B. Minnesota -- All published decisions of the Minnesota Supreme Court, including West Publishing Company advance sheets and slip opinions from the Court itself. All published opinions of the Court of Appeals, including advance sheets and slip opinions. Unpublished opinions of the Court of Appeals in slip format, as well as in *Finance and Commerce*. Published opinions of the Workers' Compensation Court of Appeals and Minnesota Tax Court.

C. Other States -- All published supreme court and appellate court opinions from each state. All Pennsylvania side reports.

II. What We Have

A. Federal --
1. Supreme Court -- A complete set of the *Supreme Court Reporter*, *United States Reports*, *Supreme Court Reporter Lawyers' Edition*, (with advance sheets for all and slip opinions for *U.S. Reports*). Also *U.S. Law Week* and *Supreme Court Bulletin*, two looseleaf publications that include the current Supreme Court opinions.
2. Courts of Appeals -- A complete set of *Federal Reporter*, all editions, with advance sheets, as well as the 8th Circuit Court of Appeals slip opinions, as released by the Court.
3. District Courts -- A complete set of *Federal Supplement*, with advance sheets.
4. Special Courts -- The Library has the official or a commercial version of reporters of all the special courts enumerated in I.A. above.

B. Minnesota -- Multiple copies of *Minnesota Reports*, *North Western Reporter* and *North Western Reporter 2d* (with advance sheets); those reporters include all published opinions of the Court of Appeals and the Supreme Court since their beginnings. Slip opinions for approximately six months for the Court of Appeals and the Supreme Court. Slip opinions of unpublished decisions of the Court of Appeals. Slip opinions for the Tax Court dating back to 1939; and, beginning in 1985 with the first publication of tax opinions in *Minnesota Legal Register (Tax Court Decisions Issue)*, the Library has a complete set of that publication. A complete set of *Workers' Compensation Decisions*.

C. Other States -- The Library provides access to all official reports by paper copy.

computer, interlibrary loan, or fax. Regional reporters, including *California Reporter* and *New York Supplement*. All Pennsylvania side reports. All *American Law Reports (ALR)*.

III. Notes

A. Retention/Replacement -- All bound and microform copies of reporters should be retained and replaced, if necessary.

B. Format -- More and more of this material is becoming available online, either through commercial vendors, such as WESTLAW, or through the Internet. Because of this, and the ongoing controversies concerning neutral citations and the acceptability of citing online sources, the Library has not yet decided that having opinions exclusively online, without paper or fiche duplicates, is acceptable to its needs. If those controversies are resolved so that online or computerized citation is acceptable to the courts, as well as acceptable to the Library's mission of serving the patrons, the Library may, in the future, decide to select *only* an electronic format of certain opinions.

C. Cooperative Collection Development – Court reports are so important to the Library collection that this is not an area for cooperative collection development.

D. Miscellaneous -- Suggested subject search terms for PALS are "Law reports, digests, etc." or, for special courts, a topic followed by "-- United States -- Cases," e.g., "Bankruptcy -- United States -- Cases." When searching for court reports from the federal government or states, add " – United States" or a state, for example, "-- Alabama" after the search term itself to further define the search.

12/11/95 DL

COURT RULES

Court rules establish uniform procedures necessary to conduct business before a court. Litigation procedure is governed by federal and state rules of civil, criminal, and appellate procedure.

See Also: LOOSELEAF SERVICES and PRACTICE MANUALS AND PROCEDURAL FORMS.

I. What We Need to Have

A. Federal -- All federal court rules.

B. Minnesota -- All court rules for the state of Minnesota.

C. Other -- All court rules for every state.

II. What We Have

A. Federal -- Primary materials which contain court rules are *United States Code Service* (USCS); *United States Code Annotated* (USCA); and *United States Code* (USC). Secondary materials also contain court rules. Some titles that cover court rules include *Moore's Federal Practice*; *Federal Practice and Procedure*; *Weinstein's Evidence*; *Federal Procedure, Lawyer's Ed.*; *Federal Procedure Forms*; *Federal Criminal Code and Rules*; *Federal Civil Judicial Procedures and Rules*; and *Federal Rules of Civil Procedure*. Additional resources for interpreting rules are *West's Federal Rules Decisions*, *West's Federal Practice Digest*, and *Modern Federal Practice Digest* .

B. Minnesota -- Court rules first appear in official court slip orders, then in *Northwestern Reporter* advance sheets, and then in West's *Minnesota Session Law Service*. In addition, announcements of proposed and new court rules are usually published in *Bench and Bar of Minnesota*. Court rules volumes of *Minnesota Statutes*, *Minnesota Statutes Annotated*, and West's *Minnesota Rules of Court* pamphlet are retained permanently for current reference and for historical purposes. *Minnesota Practice* is another important source of court rules.

C. Other -- The Library maintains court rules for all states except Connecticut, Maine, Mississippi, Nevada and Oregon. See *Docket Series*, "Current State Holdings." The Library contains secondary state material on court rules for the state of Wisconsin.

III. Notes

A. Retention/Replacement -- The Library retains all superseded court rules of the federal and state courts.

B. Format -- Also available through WESTLAW.

C. Cooperative Collection Development -- None.

D. Miscellaneous -- None.

11/17/94 SG

DICTIONARIES

Dictionaries define words with skill and precision. Dictionaries come in a variety of sizes and contain many useful features. While unabridged general English language dictionaries define legal words, they lack the authority that is required for the legal researcher. In addition, most legal dictionaries include legal maxims.

See also: ENCYCLOPEDIAS.

I. What We Need To Have

A. Non-Law -- Current and comprehensive treatment of the American usage of the English language. Preferably, works that combine the main functions of a dictionary (definition, derivation, spelling, pronunciation, meaning, etc.) with some information (encyclopedic in nature) about the words described. At least one major "English Language" dictionary.

B. General Law -- The leading American law dictionaries providing the history, peculiarities of legal expression, definitions, references to relevant cases, and lists of commonly used abbreviations. At least one major law dictionary covering "English Law" and "Canadian Law".

C. Special Subject -- A variety of dictionaries on single topics that provide broader access to the subjects than can be permitted in larger, more general works.

II. What We Have

A. Non-Law -- Multiple copies of abridged and unabridged editions of the major dictionaries covering a wide span of years.

B. General Law -- Multiple copies and editions of the major law dictionaries: *Black's Law Dictionary*, *Ballentine's Law Dictionary*, and *Bouvier's Law Dictionary*. *Words and Phrases*, West's multi-volume legal dictionary.

C. Special Subject -- A wide variety of dictionaries on special subjects.

III. Notes

A. Retention/Replacement -- All dictionaries should be retained. Revisions and new editions of the major works in all three categories should be collected.

B. Format -- The preferred format is print.

C. Cooperative Collection Development -- There is a dated publication, *Books of Definition*, that listed the dictionary holdings of the metropolitan area law libraries. A revision of this publication would be helpful, but no plans have been made to do so.

D. Miscellaneous -- In PALS use "BR TE Dictionaries" to locate Library holdings.

1/24/96 MRA

BEST COPY AVAILABLE

DIGESTS OF CASE LAW

Digests are sets of volumes with summaries of court decisions that are arranged alphabetically by subject and are further broken down by number. Thereby, cases with the same issue are found under the same subject topic and number.

See Also: ADMINISTRATIVE DECISIONS, ENCYCLOPEDIAS, LOOSELEAF SERVICES, and TREATISES AND SUBJECT MATERIALS.

I. What We Need to Have

A. Federal -- Digests to all published decisions of the Supreme Court, Court of Appeals, District Courts and Special Courts (Court of Claims, Court of International Trade, military courts, Court of Custom and Patents Appeals, and the bankruptcy courts). All *American Law Reports: Federal*.

B. Minnesota -- Digests to all published appellate court decisions.

C. Other --

1. All the *Decennial Digests* and the current *General Digest*.

2. The following current state digests from each regional reporter (this should be coordinated with acquisition of *Shepard's Citations* for each of the following states):

Atlantic:	Pennsylvania and New Jersey
North Eastern:	Illinois, Massachusetts, New York and Ohio
North Western:	Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin
Pacific:	California
South Eastern:	Georgia
South Western:	Texas
Southern:	Florida

3. All editions of every published regional digest - two copies of *Northwestern Digest*.

4. All *American Law Reports*.

II. What We Have

A. Federal -- The Library has the complete set of digests for the primary federal courts. For the Supreme Court the Library has both *United States Supreme Court Digest* (West) and *United States Supreme Court Digest, Lawyers' edition*. There is a set of digests for the entire federal system; the set, in chronological order from oldest to most recent, follows: *Federal Digest*, *Modern Federal Practice Digest*, and *West's Federal Practice Digests 2d - 4th*. The courts that are covered by the most recent versions of the federal digest set follow: United States Supreme Court, United States Courts of Appeal, United States District Courts, United States Bankruptcy Courts, United States Claim Courts, the United States Court of Veterans Appeals, United States Court of Military Appeals, and selected opinions from the Courts of Military Review. The Library

also has an older version of the *United States Court of Claims Digest* with paper supplements.

B. Minnesota -- The Library has digests for published Minnesota Supreme Court and Court of Appeals decisions: *West's Minnesota Digest, 2d; West's North Western Digest, 1st and 2d.* and *Dunnell Minnesota Digest.*

C. Other --

1. All the *Decennial Digests* and the current *General Digest.*

2. The Library has current up-to-date digests for the following states and territories: Alabama, Arkansas, California, District of Columbia, Florida, Georgia, Idaho, Illinois, Iowa, Kansas (this set has 1994 pocket parts; the subscription has been canceled), Kentucky, Massachusetts, Michigan, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, North Dakota (the Dakota Digest is for both North and South Dakota), Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Tennessee, Texas, Wisconsin, and Wyoming. See *Docket Series*, "Current State Holdings."

3. The Library has all the regional digests that are published by West Publishing Company. Three regions do not currently have digests: Northeastern, Southern, and Southwestern. However, all regions had digests in the past.

4. All editions of *American Law Reports* (ALR). The Library also has the following subject digests: *West's Bankruptcy Digest* and *PUR Digest, PUR Digest 2d,* and *PUR Digest 3d.*

III. Notes

A. Retention/Replacement -- The Library will retain all digests in the active collection, unless the digest is cumulative and is superseded by a more recent version. As new editions of state digests are published, only those states listed in I.C.2 will be purchased.

B. Format -- At this time all digests are in paper format. As items are published in different formats, this decision should be reconsidered.

C. Cooperative Collection Development -- At this time the Library should have all the digests listed in part I.

D. Miscellaneous -- To see a list of the digests at the Library, search PALS by the subject heading "Law reports, digests, etc." Much of the information on this annotation can be found in *Docket Series*, "Current State Holdings." For any states that do not have a digest and are not covered by a regional digest, the Library will use WESTLAW.

11/15/94 DL

DIRECTORIES OF LAWYERS, LEGISLATORS AND JUDGES

Directories of lawyers, legislators and judges are reference materials that give information concerning individuals. These often include full name, degrees earned, address, as well as biographical information.

I. What We Need to Have

A. Federal -- At least two or three current directories that list all federal judges. A directory that lists past and present members of Congress.

B. Minnesota -- All the *Bench and Bar* directories of Minnesota attorneys (these are found in the September and more recently the January issue of each year) and a fairly complete set of recent Minnesota *Martindale Hubbell Law Directory* (MHLD) volumes. Other specialized Minnesota directories, including most *Minnesota Legislative Manuals*.

C. Other States and Subject Directories -- The legislative manuals for every state. A directory that lists many of the attorneys in each of the states, e.g., MHLD. At least one current directory of all state court judges. The *ABA Directory*, *Who's Who in American Law* , the *American Bench*, the current trio of Council of State Government directories (*State Administrative Officials Classified by Function, State Elective Officials and the Legislatures*, and *State Legislative Leadership Committees & Staff*), and BNA's *Directory of State Court Judges and Clerks*. At least three subject directories, e.g. *Lawyer's Register by Specialties and Fields of Law*.

II. What We Have

A. Federal -- The Library meets the requirements specified above. Significant titles are the *U.S. Courts Directory*, *Biographical Directory of the American Congress, 1774-1971*, *Congressional Directory*, *ABA Directory*, and *Biographical Dictionary of the Federal Judiciary*.

B. Minnesota -- *Bench and Bar* annual directories (September and/or January issues) from 1984 on (in fiche and/or paper copy), *Biographical Sketches of the Justices of the Minnesota Supreme Court from Territorial Days to Date*, *Legislative Manuals* (territorial to current), and most recent Minnesota volumes of *MHLD*.

C. Other States and Subject Directories -- The legislative manuals for all states except New Jersey. Current MHLD. All of the directories specifically mentioned in I.C. above. Other subject directories include *Markham's Negligence Counsel: Annual Directory of Attorneys and Firms Active in Negligence Law*, *Ford's National Referral Directory of Law Firms by Specialty*, and many miscellaneous publications, such as *Directory of Housing Attorneys*.

III. Notes

A. Retention/Replacement -- The Library needs to have current directories because much of this information becomes out-of-date quickly; however, older volumes need to be retained for historical research. Since most directories need to be timely, the Library probably will not be able to replace older editions because they won't be available from the publisher.

B. Format -- The Library may acquire much of this material in CD-ROM or electronic format in the future since that may be the only format available. For some of the more important volumes, hard copy will be preferred, e.g., *MHLD*, although West Publishing Company's *West's Legal Directory* may be another option since it is available on Internet. The legislative manuals are acquired in microfiche format.

C. Cooperative Collection Development -- None.

D. Miscellaneous -- Access to these directories can be obtained by using PALS or "File GPO." Several headings follow: Directories; Lawyers--United States--Directories; Lawyers--Minnesota--Directories; Courts--Canada--Directories; Judges--Minnesota--Directories.

1/12/96 DL

ENCYCLOPEDIAS

Encyclopedias provide topical coverage for general and legal subjects as well as specialized legal subjects.

See Also: TREATISES AND SUBJECT MATERIALS.

I. What We Need to Have

A. General – One general encyclopedia of academic level and authoritative quality published in the last ten years.

B. Subject -- One medical encyclopedia of academic level and authoritative quality published in the last ten years.

C. Legal
1. National -- All major legal encyclopedias.
2. Minnesota -- All published Minnesota legal encyclopedias.
3. General -- One authoritative, general legal encyclopedia.
4. Other States -- Generally not collected.
5. Subject -- Very large multi-volume treatises covering subject matter in great detail in subject areas that are considered strengths of the Library.

II. What We Have

A. General -- *Academic American Encyclopedia*, 1991 edition.

B. Subject -- *Attorney's Dictionary of Medicine* (1962--) , *Ausman & Snyder's Medical Library* (1988--), and *Lawyer's Medical Cyclopedia* (1987).

C. Legal
1. National -- *American Jurisprudence 2d* (AmJur 2d), *Corpus Juris Secundum* (CJS).
2. Minnesota -- *Dunnell Minnesota Digest* which is currently the only available encyclopedic work.
3. General --*The Guide to American Law* (1983-) by West Pub.
4. Subject -- Examples are *Appleman on Insurance*, *Powell on Property*, *AmJur Trials*, *Lawyers Medical Cyclopedia*, and *Encyclopedia of World Crime* (1989--).

III. Notes

A. Retention/Replacement -- Keep all superseded *Dunnell Minnesota Digest* volumes. Keep all older editions of legal, subject, and general encyclopedias.

B. Format -- WESTLAW file "CJS-FXT" provides online coverage of CJS tax material.

C. Cooperative Collection Development – Hennepin County Law Library should be checked for state legal encyclopedias.

D. Miscellaneous -- None.

10/18/94 SG

FORM BOOKS

Form books are used as guides for preparing many basic transactions and court filings that occur on a frequent basis or as an aid in drafting legal documents and instruments. Model forms are available in a variety of sources, some with extensive annotations and covering many different types of jurisdictions, proceedings and subjects.

See Also: LOOSELEAFS, PRACTICE MANUALS AND PROCEDURAL FORMS, and TREATISES AND SUBJECT MATERIALS.

I. What We Need to Have

A. General -- Multivolume sets containing many examples of transactions and court filings that occur with regularity.

B. Minnesota -- All form books relating to Minnesota law.

C. Specialized -- Selected form books in certain areas of law.

II. What We Have

A. General -- The major multivolume sets.

B. Minnesota -- A wide variety of forms both multivolume and by specialized subject. The continuing legal education materials are an excellent source of Minnesota forms.

C. Specialized -- A wide variety of specialized forms.

III. Notes

A. Retention/Replacement -- Multivolume sets of form books are retired. Superseded individual volumes within a set are discarded when replacement volumes arrive.

B. Format -- Some titles and subject areas are available in non-print format.

C. Cooperative Collection Development -- None.

D. Miscellaneous --

1. In addition, manuals of practice, looseleafs, and some treatises contain sample forms. Statutory forms are often issued in conjunction with state codes. Specialized forms relating to Minnesota law can be found in Minnesota Continuing Legal Education (MCLE) and Minnesota Institute of Legal Education (MILE) materials.

2. In PALS, "BR TE Forms" will display Library holdings. See also *Docket Series*, "Form Books."

1/24/96 MRA

GOVERNMENT DOCUMENTS

Government documents are publications produced by state and federal governmental entities and include laws, cases, treaties, executive orders and proclamations, and House and Senate reports.

See Also: LEGISLATIVE JOURNALS and LEGISLATIVE STUDIES.

I. What We Need to Have

A. Federal -- As a selective U.S. Government Depository for federal documents, the Library should acquire all available government documents that meet the needs of its clientele. These materials complement and supplement the Library's other collections. Major categories include statutes, case law, agency decisions and regulations, and all congressional materials.

B. Minnesota -- All official legal documents published by the state; the *Legislative Manual*, and state agency decisions. The Library is a depository of Minnesota state government publications that are distributed by the Legislative Reference Library (LRL).

C. Other States -- The Library only needs to have bibliographic access to documents of other states.

II. What We Have

A. Federal -- The Library collects about 12% of all materials available from the federal government. They include the following: House and Senate bills; House and Senate hearings; House and Senate reports; House and Senate documents; Justice Department materials; administrative reports; Supreme Court slip opinions; federal slip laws; federal statutes and regulations; annual reports of major federal agencies; treaties and agreements; executive orders and proclamations; and selected census materials.

B. Minnesota -- Session laws, statutes, attorney general opinions, legislative manuals, selected Tax Court decisions, selected Workers' Compensation Court of Appeals decisions, agency regulations, and judicial agency committee and annual reports (selected). Briefs of the Minnesota Supreme Court and Court of Appeals. Official state documents are on microfiche (accessed via *LRL Checklist* or PALS).

C. Other States -- The Library has bibliographic access only, through PALS.

III. Notes

A. Retention/Replacement -- As a U.S. Government Depository, the Library must keep federal documents for five years unless they duplicate other material in the Library collections. Only one copy of a title, regardless of format, must be kept by the Library for five years.

B. Format -- U.S. Government Depository documents are in various formats, including paper, microfiche, computer disk, and CD-ROM. The Library also has documents available online via *GPO Access* -- these include *Federal Register*, *U.S. Code*, and enrolled bills of the U.S. Congress. The Library keeps the Minnesota briefs in bound (1864-) and microfiche (1981-) formats.

C. Cooperative Collection Development -- As a selective U.S. Government Depository, the Library offers a selective housing of federal documents to state agency libraries. Twelve libraries participate in this shared documents program. For a more complete collection of state documents, the Library relies upon the Minnesota Historical Society and the Legislative Reference Library. Patrons are referred to the *LRL Checklist* or PALS for state document title searches. Additional microfiche copies of *Cases and Briefs* of the Minnesota appellate courts are purchased cooperatively by other law libraries to reduce costs.

D. Miscellaneous – Through the PALS online catalog, the Library has access to "File GPO." This database contains bibliographic information for government documents published from 1976 to present and is updated monthly. Most titles are not owned by the Library. U.S. government publications are also indexed in the *Monthly Catalog*, which the Library now receives on microfiche. *Monthly Catalog* is a comprehensive bibliography of U.S. government documents arranged in SUDOC classification order. For accessing state documents, the PALS online catalog includes the Legislative Reference Library (LRL) which catalogs all state depository materials. Any title in the state depository program can be searched on PALS. As stated above, the Library retains in its microfiche collection most state documents cataloged by LRL.

12/18/95 SG

JUDICIAL ADMINISTRATIVE REPORTS

Judicial Administrative Reports refer to the collection of annual reports, studies, statistics, policy statements, task force reports, research materials, etc., that pertain to the non-decisional business of courts.

See Also: GOVERNMENT DOCUMENTS.

I. What We Need to Have

A. Federal -- Information on the non-judicial business of the federal courts, e.g., statistics, guidelines, policy, research, etc.

B. Minnesota -- The Library should be the official depository of this type of information for all agencies under the jurisdiction of the Supreme Court; or, at least, the depository for those agencies that compile information similar to the Library's collection goal for the federal courts.

C. Other -- In addition to the publications of the National Center for State Courts and the State Justice Institute, the Library should collect the most comprehensive annual report issued by the highest court in each state.

II. What We Have

A. Federal --
1. *Annual Report of the Director of the Administrative Office of the U. S. Courts*. This report describes the business of all Federal Courts, except the Court of Military Appeals, Tax Court and the Court of Veterans Appeals.
2. *Annual Report of the Federal Judicial Center*. The FJC is the judicial branch's agency for policy research, systems development, and continuing education.
3. *Annual Report of the U.S. Sentencing Guidelines Commission*.

B. Minnesota -- The Library has attempted to collect the annual reports of all agencies under the jurisdiction of the Minnesota Supreme Court. The results have not been consistent. At present, the agencies listed below are collected with varying success:
1. Board of Judicial Standards
2. Continuing Education
3. State Law Library
4. Lawyers Professional Responsibility Board
5. Research and Planning
6. Minnesota Sentencing Guidelines Commission
7. State Court Administrator

C. Other -- The Library is an official depository for State Justice Institute publications. The Library has a standing order for publications of the National Center for State Courts. The Library has an inconsistent collection of state annual reports.

III. Notes

A. Retention/Replacement -- State Justice Institute publications and Minnesota reports are retained indefinitely.

JUDICIAL ADMINISTRATIVE REPORTS continued

B. Format -- Print, microfiche, videocassettes, and audiocassettes.

C. Cooperative Collection Development – None.

D. Miscellaneous -- Federal materials are retrievable using "File GPO" on PALS. State Justice Institute, Council of State Governments and National Center For State Court materials are retrievable using "BR SU [agency name]" as a search term.

11/23/94 MRA

LEGISLATIVE JOURNALS

Legislative journals are publications that provide a daily record of the activities of both the Senate and House of Representatives on the federal and state level. As such, one of their primary functions is to provide bill history and status information.

I. What We Need to Have

A. Federal -- A complete set of the *Congressional Record*. The most recent *House* and *Senate Journals*.

B. Minnesota -- A complete set of both the *House* and *Senate Journals* from territorial times to the present.

C. Other States -- None.

II. What We Have

A. Federal --

1. *Congressional Globe*: According to Joe Morehead in *Introduction to United States Government Information Sources*, 4th edition, there was no official record of debates for Congress prior to 1873; commercial publications were inconsistent and not always accurate. One of these publications was the *Congressional Globe*, which the Library has from 1839 to 1873, albeit in bound volumes in very poor condition.

2. *Congressional Record*: The Library has an incredibly varied collection of this title in microfiche, paper, hardbound and CD-ROM formats:
   a. Volume 95 (1949) - 120 (1974). These microfiche are published by Information Handling Services.
   b. Volume 121 (1975) - 130 (1983). These are GPO microfiche. After volume 130 the Library has an incomplete and sporadic collection of fiche. The Library receives the annual version of the *Congressional Record*, (as opposed to the daily version, which is not amended) on fiche, although it is several years behind in being published.
   c. Volumes 121 (Part 1) 1975 - 126 (Part 21) September 30, 1980. These are the bound annual volumes of *Congressional Record*.
   d. Volume 131 (parts 1 and 2) 1985 on CD-ROM. This is only for calendar year 1985 and includes the indexes and two companion books: *Reading the Congressional Record on CD-ROM* and *The Congressional Record on CD-ROM: Tutorial and Reference Manual*.
   e. Volume 126, Issue 173 (December 9, 1980) - current. The Library is currently receiving the paper daily version with the accompanying indexes, as well as microfiche of the final annual version.
   f. Online *Congressional Record*. The Library also has access to the full-text of the *Congressional Record* on the WESTLAW database entitled "CR;" coverage began in 1985 for the 99th Congress, First Session. Through *GPO Access* on the Internet, full-text access to the CR and its indexes are available beginning with 1994.

3. *House Journal*: The Library has from the 96th Congress, 1st Session through the 101st Congress, 2nd Session. This is behind in being published. The Library currently receives this in hardbound copy, with duplicates in fiche format for the 97th Congress, 2nd Session and the 98th Congress, 1st Session.

4. *Senate Journal*: The Library has from the 96th Congress, 2nd Session, through the 103rd Congress, 2nd Session. This too is behind in being published. The Library currently receives in hardbound copy.

5. *Journal of the Executive Proceedings of the Senate*: The Library has a motley collection of this journal:
   - 90th Congress, 2nd Session
   - 96th Congress, 2nd Session
   - 97th Congress, 1st Session
   - 98th Congress, 1st Session
   - 98th Congress, 2nd Session
   - 100th Congress, 2nd Session

B. Minnesota -- A complete set of both the *House* and *Senate Journals*, commencing with the *Territorial Journals* in 1849 and ending with the most current. Library staff picks up the journals daily from the Legislature when it is in session. Later the Library receives two hardbound copies when they are published in the bound version.

C. Other States -- None

III. Notes

A. Retention/Replacement -- In the past when the Library received the bound annual version of *Congressional Record*, daily issues were discarded. Since GPO is so far behind in publishing *any* version, the Library has not discarded anything for several years. However, at this time, the only items the Library would discard would be the daily issues, when the annual version on the *Congressional Record* arrives. For Minnesota, once the bound volumes arrive, the Library discards the daily *Journals*.

B. Format -- It appears that formats are at the whim of the federal government, as can be seen by the diverse collection noted above. Minnesota *House* and *Senate Journals* are currently available through the Internet on the *Minnesota State Legislature* World Wide Web and Gopher sites.

C. Cooperative Collection Development -- At this time, the Library needs to have all the materials listed in Part I.

D. Miscellaneous -- None.

2/10/96 DL

BEST COPY AVAILABLE

LEGISLATIVE STUDIES

Government officials conduct legislative studies to review problems and recommend solutions to legislative bodies. Legislators of both houses are usually involved in these studies, which promote uniformity of legislation and bring laws into harmony with modern conditions.

See Also: GOVERNMENT DOCUMENTS.

I. What We Need to Have

A. Federal -- Major legislative studies that supplement the Library's other collections.

B. Minnesota -- Only legislative studies of major significance to the Library's patrons. Bibliographic access to Congressional studies concerning Minnesota will be provided. Such tools as the *CIS Annual* index should be available for retrieving titles which mainly concern Minnesota.

C. Other States -- The Library does not collect legislative studies of other states unless they are specifically requested by one of the Library's primary users.

II. What We Have

A. Federal -- Legislative studies on microfiche as they are distributed via the U.S. Government Depository program.

B. Minnesota -- Several major legislative studies e.g. reports of the Minnesota Legislative Commission to Study Juvenile Delinquency, Crime and Corrections; and the Legislative Commission to Review Administrative Rules.

C. Other States -- Only a few older legislative studies of other states.

III. Notes

A. Retention/Replacement -- The Library retains all legislative studies.

B. Format -- In addition to the Library's paper copies, some legislative studies are available on microfiche in the State Depository microfiche collection.

C. Cooperative Collection Development -- The Legislative Reference Library (LRL) collects legislative studies, and the Library will refer patrons to LRL for materials not in the Library's microfiche collection.

D. Miscellaneous -- The Library provides access to legislative studies in both paper and fiche formats via PALS and "File GPO."

12/18/95 SG

LOOSELEAF SERVICES

Looseleaf services are secondary authority that provide up-to-date and comprehensive information on a specialized topic of the law. The aim of a looseleaf is to be a one-stop source for all relevant primary and secondary authority needed to research a subject, generally an area of administrative agency law. Many looseleaf services issue separate volumes covering case law, including administrative decisions.

I. What We Need to Have

A. Federal -- At least one looseleaf service covering the activities of the U.S. Congress and U.S. Supreme Court.

B. Minnesota -- Minnesota information can be found in most looseleafs. The most comprehensive services devote one or two volumes to each state. The Library should collect any Minnesota-specific looseleaf for subjects not adequately covered by other materials.

C. Other – At a minimum, one looseleaf service should be maintained in the major subject areas of law, including, but not limited to, taxation, labor, securities, and trade regulation. As availability and cost permit, additional services for new subject matters should be considered according to the needs of the Library's primary users.

II. What We Have

A. Federal -- *Congressional Index*; *U.S. Law Week*; *U.S. Supreme Court Bulletin*; *U.S. Patents Quarterly*. In addition, most subject looseleafs contain federal information.

B. Minnesota -- *Environmental Reporter* (Minnesota only), *Minnesota Case Reports* (MTLA), and *State and Local Taxes--Minnesota*. In addition, most subject looseleafs contain state information.

C. Other -- Listed below are the titles currently owned in the subject areas mentioned above.

1. Taxation -- *All States Tax Guide*; *Family Law Tax Guide*; *Federal Tax Coordinator*; *Fringe Benefits Tax Guide*; *Standard Federal Tax Reporter* (which includes *Tax Court Reporter*, *Federal Excise Tax Reporter*, and *Federal Tax Citator*); *State And Local Tax Service* (covering all states); and *Tax Management Portfolios*.

2. Labor -- *Benefits Coordinator*; *EEOC Compliance Manual*; *Employment, Safety and Health Guide*; *Labor Law Reporter* (which includes *Employment Practices Guide*); *Labor Relations Law Reporter* (which includes *Fair Employment Practice*, *Americans with Disabilities Cases*, *Individual Employment Rights*, and *Labor Arbitration*); *Pension Coordinator*; *Unemployment Insurance Reporter*; and *Workers' Compensation Business Management Guide*.

3. Securities -- *Blue Sky Law Reporter*; and *Federal Securities Law Reporter*.

4. Trade Regulation -- *ABA/BNA Lawyer's Manual on Professional Conduct*;

Regulatory Commission Reports; Housing and Development Reporter; Negligence Compensation Cases Annotated; Secured Transactions and Credit Guide; Trade Regulation Reporter; and *Uniform Commercial Code Reporting Service.*

5. Miscellaneous -- *Accommodating Disabilities; Criminal Law Reporter; Family Law Reporter; Federal Local Court Rules; Guide to Computer Law; Immigration Law Service. Medicare and Medicaid Guide; Personal Injury Valuation Handbooks; Products Liability;* and *Social Security Law & Practice.*

III. Notes

A. Retention/Replacement -- Services are evaluated on an annual basis for continued usefulness. Services which are discontinued are discarded except for transfer binders and bound volumes, which are held for possible renewal or sale.

B. Format -- Looseleaf services were named because of their format consisting of loose pages for easy removal and replacement. Now, more and more looseleaf publishers are converting to CD-ROM. The Library will seriously consider CD-ROM options on a case-by-case basis.

C. Cooperative Collection Development – Holdings of area libraries are an important factor in selection of looseleaf services. The Minnesota Association of Law Libraries publishes the *Union List of Looseleaf Services*, which is consulted before purchasing new titles. In cooperation with other area libraries, the Library has agreed to maintain the complete collection of *State and Local Taxes* by Research Institute of America. (This set is now issued in CD-ROM format.)

D. Miscellaneous -- None.

10/31/95 BLG

NEWSPAPERS

General newspapers provide information on local, national or world issues and current events. Legal newspapers provide local court calendars and announcements, decisions of local interest (some from lower courts, not published elsewhere), courts dockets, and legal advertising. Some are national in scope and report on a wide range of legal news issues.

See also: PERIODICALS

I. What We Need to Have

A. General
   1. Local -- Daily publications that report the news and current events of the Twin Cities metropolitan area.
   2. National -- Daily publications that report the news and current events of the nation and the world.

B. Legal
   1. Local -- Daily or weekly papers that report the legal information of interest to the practicing bar and others interested in legal issues.
   2. National -- Daily or weekly papers that report legal issues affecting the nation including, but not limited to, decisions from and news of the U.S. Supreme Court and other federal courts; major decisions and legal trends from across the nation; Congressional and national legislative actions that affect the courts; and other issues of interest to the legal community.

II. What We Have

A. General -- Two national newspapers (*New York Times* and *Wall Street Journal*) and two metropolitan daily newspapers (*Star Tribune* and *St. Paul Pioneer Press*).

B. Legal -- Legal newspapers for Hennepin (*Finance and Commerce*) and Ramsey (*St. Paul Legal Ledger*) counties.

III. Notes

A. Retention/Replacement -- See *Docket Series*, "Lounge Collection" for the title and retention schedule of the general and legal newspapers.

B. Format -- All newspapers are in print format.

C. Cooperative Collection Development -- The Library defers to the Legislative Reference Library and the Minnesota Historical Society for coverage of daily newspapers from other Minnesota cities.

D. Miscellaneous --

   1. The major local and national newspapers have indexes to their publications located at the Minnesota Historical Society.

   2. The major national newspapers will be indexed in DIALOG. Local legal

newspapers are not indexed. Some national legal newspapers are indexed in WESTLAW.

3. The Secretary of State's office maintains a list of newspapers considered "legal publications" of Minnesota cities under Minn. Stat. 331A.01 - 331A.11.

4. *Dow Jones News Service* has an electronic version of the *Wall Street Journal* available for a fee on the Internet.

1/24/96 MRA

PERIODICAL INDEXES

Periodical indexes provide author, title, subject, and other points of access (e.g., case name) to articles published in law reviews, journals, and other periodicals.

I. What We Need to Have

A. General -- Online access only

B. Legal --

1. Multiple Titles -- *Current Law Index* and *Index to Legal Periodicals* (ILP), the two major indexes which cover most of the legal periodicals written in English. The Library should also maintain the *Minnesota Legal Periodical Index* (MLPI) on an in-house computer database.
2. Individual Titles -- The Library does not purchase index volumes for individual titles, except for Minnesota materials. Those indexes that come as part of a subscription will be retained.

II. What We Have

A. General -- The Library uses DIALOG or other online resources such as the Internet to access non-legal periodicals.

B. Legal --

1. Multiple Titles -- *Canadian Legal Literature* (1981-date), *Current Law Index* (v.1, 1980 to date), *Index to Federal Tax Articles* (CCH) (1954-1981), *Index to Foreign Legal Periodicals* (v.1-7 and unbound issues to Feb. 1982), *Index to Legal Periodical Literature* (v.1-6, prior to 1887-1937), *Index to Periodicals Related to the Law* (v.1, 1958-1982), *Index to Legal Periodicals* (v.1-20, 1908-1981; CD-ROM/Wilsondisc 1981-date), and *Kindex* (v.1, 1965-date). The Library has been producing the MLPI since 1985.
2. Individual Titles -- *Minnesota Law Review* has separate index volumes.

III. Notes

A. Retention/Replacement -- All indexes, not replaced or superseded by the publisher, are retained indefinitely. First priority for replacement will be *Index to Legal Periodicals* (ILP) on CD-ROM. Others will be replaced as copies and/or funds become available.

B. Format -- For ILP, the CD-ROM format is preferred.

C. Cooperative Collection Development -- Under a contract with Information Access Corporation, PALS has loaded bibliographic and full-text databases of general and business periodicals. Because of subject and cost, the Library does not currently access these databases, but they may be considered in the future.

D. Miscellaneous -- To assess collection on PALS enter "TE periodicals indexes". The Library needs to determine how to provide access to periodicals owned but not indexed by any known source.

11/17/94 BLG

PERIODICALS

Periodicals are secondary authority consisting of law reviews, bar journals, commercial or special interest publications, and newsletters of professional organizations.

See Also: NEWSPAPERS

I. What We Need to Have

A. National -- *ABA Journal* and all ABA section newsletters. Otherwise, the Library should subscribe to periodicals on a selective basis. The criteria for purchase of periodicals include availability of indexing, subject content and authority, and holdings of other area libraries. The Library should collect subject journals according to the interests of its primary users; emphasis is placed on major subject areas of the law and appellate practice.

B. Minnesota -- All law reviews (including subject oriented reviews) published by the University of Minnesota, Hamline, and William Mitchell. All state bar journals and newsletters.

C. Other -- Law reviews from ABA accredited schools, selected non-accredited schools, and selected law schools' secondary publications such as *Harvard Journal on Legislation*. All major state and local bar journals. Foreign periodicals are limited to selected Canadian journals. A few journals of international scope.

II. What We Have

A. National -- The Library subscribes to the "ABA Package Plan" which includes *ABA Journal* and most of the ABA section newsletters. Newsletters dropped from the ABA Plan have generally been retained in the collection depending upon the price of the separate subscription and the subject matter involved. The Library currently subscribes to over 370 periodical titles.

B. Minnesota --The Library maintains a comprehensive collection of Minnesota legal periodicals and produces an online and print index.

C. Other -- The Library relies on the Hein *Bar Journals on Microfiche* collection for a comprehensive collection of state and local, national, and international bar journals.

III. Notes

A. Retention/Replacement -- Legal periodicals, with the exception of non-Minnesota newsletters, are retained indefinitely. The retention of newsletters is decided on a case-by-case basis.

B. Format -- Paper is the most common format. As noted above, the Library subscribes to a microfiche service for the bar journals which is much more economical for this category. By necessity, the Library has also collected a couple of titles on microfilm but lacks the equipment to view them. The Library does not select electronic journals, i.e., periodicals only available through the Internet. This trend in law school publishing may become an issue in the near future. The Library can access many periodicals online.

online through WESTLAW or the Internet.

C. Cooperative Collection Development -- The Library contributes to the *Minnesota Union List of Periodicals* (MULS). This list is checked before new titles are purchased.

D. Miscellaneous -- MULS is a searchable database on PALS.

12/19/95 BLG

PRACTICE MANUALS AND PROCEDURAL FORMS

Practice manuals and procedural forms are secondary sources which help lawyers to conduct business quickly, efficiently, and with some degree of uniformity. Generally, practice manuals will provide a step-by-step guide to handling a legal transaction or court proceeding. Procedural forms provide sample legal documents to be used in court actions.

See Also: COURT RULES, FORM BOOKS, LOOSELEAF SERVICES, and TREATISES AND SUBJECT MATERIALS.

I. What We Need to Have

A. Federal -- At least two significant treatises (from different publishers) pertaining to the practice of federal law, especially regarding rules of practice.

B. Minnesota -- All significant treatises and form books relating to Minnesota law and practice.

C. Other -- At least one multi-volume set which is national in scope. Significant treatises pertaining to practice in neighboring states. Specialized manuals for all primary subject areas of the collection, e.g., criminal law, civil law, bankruptcy, law office management.

II. What We Have

A. Federal -- In addition to numerous sets and single volume treatises, the Library maintains massive encyclopedic federal practice manuals with accompanying sets of procedural form books produced by three major legal publishers:
1. West Publishing -- *Federal Practice & Procedure* (Wright & Miller) and *West's Federal Forms*,
2. Lawyers' Cooperative -- *Federal Procedure* and *Federal Procedural Forms*, and
3. Matthew Bender -- *Moore's Federal Practice* and *Bender's Federal Practice Forms*

B. Minnesota -- General titles of importance include *Minnesota Civil Practice*, *Minnesota Practice*, *Minnesota Legal Forms*, and *Pirsig on Minnesota Pleading*. The Library maintains Minnesota specific titles published by Michie Butterworth and Lawyer's Cooperative in such subject areas as criminal law, family law, property, and probate. The Library has a standing order for the publications of Minnesota Continuing Legal Education and Minnesota Institute for Legal Education, the two major providers of continuing legal education courses. These CLEs often serve as practice manuals in primary and emerging subject areas of Minnesota law.

C. Other -- *American Jurisprudence Pleading and Practice Forms* is a multi-volume set covering both state and federal practice. The Library's holdings of state practice materials appears to be haphazard and dated. This is an area that should be examined. The Library does have a good selection of jury instruction guides for other states and a judicious selection of subject practice materials especially in the areas of bankruptcy, criminal law, tax and labor. The Library does have a good selection of practice oriented videotapes, but this collection has not been significantly added to for several years. Public services maintains a bibliography of holdings entitled *Videotape Collection*.

PRACTICE MANUALS AND PROCEDURAL FORMS continued

III Notes

A. Retention/Replacement -- None.

B. Format -- Print is preferred. The Library will seriously consider CD-ROM options on an individual basis. Computer disks which accompany print volumes are considered part of the volume. Given the popularity of the video collection, future acquisitions in this format should be strongly considered.

C. Cooperative Collection Development -- In general, state practice manuals for the fifty states are collected by Hennepin County Law Library. Washington and Ramsey county law libraries are strong in Wisconsin practice materials.

D. Miscellaneous -- Do not overlook statutes, administrative regulations, and court rules (including appendices) when searching for procedural forms. To assess the breadth of the collection, enter the following search terms in PALS:

BR SU civil procedure
BR SU criminal procedure
BR SU pleading
BR SU procedure
and BR SU instructions [for jury instruction guides]

12/19/95 BLG

SESSION LAWS AND STATUTES

Session laws and slip laws are the earliest forms of publication of a law. Session laws contain the exact text of a law as it was enacted. Session law compilations contain all the laws enacted during a particular legislative session. Session laws are codified into statutory codes that organize the laws into specific titles or sections according to subject.

I. What We Need to Have

A. Federal -- All federal statutes and their related slip laws, session laws and compilations. The Library should collect unannotated, annotated, official and unofficial federal codes. These include *United States Code* (USC), *United States Code Annotated* (USCA), *United States Code Service* (USCS), and *United States Code Congressional and Administrative News* (USCCAN) and advance sheets. The Library should retain both unofficial federal session law services and the official slip laws. The Library should also selectively collect U.S. territorial codes.

B. Minnesota -- All session laws, all statutory compilations, advanced legislative services, and slip laws. All unannotated, annotated, official, and unofficial codes should be retained. The Library does not collect legislative bills.

C. Other States -- All current state statutory compilations, as well as all session laws from all states from colonial times to current.

II. What We Have

A. Federal -- Slip laws, session laws, and codes through the U.S. Government Depository program. The Library also receives commercially produced session laws available in USCCAN and the advance pamphlets of the *United States Code Service* (USCS). The Library retains one USC, one set of USCS, two sets of USCA, and one USCCAN.

B. Minnesota -- The official *Minnesota Statutes*, *Minnesota Statutes Annotated*, the official session laws--*Laws of Minnesota*--and Minnesota session laws published by West as well as the *Hein Session Laws on Microfiche* from 1980--.

C. Other States -- See *Docket Series*, "Current State Holdings." The Library has all current state codes; most are annotated. The Library has session laws on fiche for all the states from colonial times to 1899. The Library also has on fiche all the state session laws from either 1980/81/82/83 on (mostly 1982-). These are received up to one year late. The Library subscribes to session law services in paper format for the following states: Alaska, Arizona, California, Florida, Illinois, Indiana, Iowa, Kentucky, Louisiana, Massachusetts, Michigan, Missouri, Nevada, New Jersey, New York, North Carolina, Oklahoma, Pennsylvania, Tennessee, Texas, Washington, Wisconsin. Additional hardbound sets of session laws predating 1980 are retained for some states.

III. Notes

A. Retention/Replacement -- The Library retains all superseded volumes of state and federal annotated and unannotated statute sets (the Library does not have complete sets of older historical volumes). Advanced legislative pamphlet services and session

laws are discarded when the Library receives duplicate material in hard copy or on microfiche. For Minnesota the Library retains both hardbound and microfiche copies of state session laws. (See also "Collection Development Decisions: Retention of Titles in Retired and Storage" in Part III: Appendices.)

B. Format -- All state session laws are retained on microfiche. For Minnesota the official code is available on CD-ROM, as well as commercially as *Minnesota Law on Disk*. The Minnesota statutes and bills are available online via the *Minnesota State Legislature* World Wide Web and Gopher sites. A network version of West's *Minnesota Statutes Annotated* is available. The Library also offers USC and USCS on CD-ROM.

C. Cooperative Collection Development -- The Library limits statutes and session laws to U.S. and Canadian coverage. The Library makes no attempt to collect statutes of other foreign countries and refers patrons seeking foreign and international laws to the collection at the University of Minnesota Law Library.

D. Miscellaneous -- The official USC and enrolled bills are available via *GPO Access*, an online service provided by the U.S. Government Depository Program. Federal legislation is also available via the Library's PALS online catalog access to the *Library of Congress Information System* (LOCIS) which is a database of federal legislation introduced in each U.S. Congress since 1973.

12/18/95 SG

STANDARDS

Standards are usually promulgated by government agencies or professional associations to establish excellence and uniformity of materials, products, systems, and services.

See Also: ADMINISTRATIVE REGULATIONS and UNIFORM LAWS AND MODEL ACTS.

I. What We Need to Have

A. National -- The Library should retain all standards of major legal organizations such as the American Bar Association (ABA) (including various sections), National Center for State Courts (NCSC), and the American Association of Law Libraries (AALL), etc.

B. Minnesota -- The Library should retain all standards incorporated by reference in the *Minnesota Rules* (past and present).

C. Other States -- The Library does not collect standards of other states.

II. What We Have

A. National -- The Library has standards and model rules produced by: ABA (and various sections); National Center for Professional Responsibility; National Organization of Bar Counsel; AALL; National Council on Crime and Delinquency; National Conference of State Trial Judges; American Correctional Association; National Center for State Courts (guidelines publications and Jury Standards Project); and National Fire Protection Association (NFPA) standards.

B. Minnesota -- The Library has the Minnesota Department of Transportation's *Standard Specifications for Highway Construction*, and the Minnesota County Attorney's Council *Standards for Minnesota County Attorneys*. The Library is also a depository for standards incorporated by reference into the *Minnesota Rules*.

C. Other States -- None.

III. Notes

A. Retention/Replacement -- The Library keeps all standards of organizations such as the ABA and AALL. The Library also keeps all standards that state agencies deposit with us as incorporations by reference.

B. Format -- Standards are presently collected in paper only.

C. Cooperative Collection Development -- The Library will not attempt to duplicate the comprehensive standards collections available at the Minneapolis Public Library or the University of Minnesota Engineering Library.

D. Miscellaneous -- Standards are searchable on the PALS system. Many standards are also available on the Internet.

12/18/95 SG

TREATIES

A treaty is an agreement between two or more countries or between international agencies given treaty-making power by the states that created them. A treaty establishes a relationship governed by international law. Other terms used to describe a treaty are act, accord, agreement, arrangement, character, concordat, convention, covenant, declaration, modus vivendi, process-verbal, pact, protocol, or statute. Treaties may be bilateral (between two parties) or multilateral (among several parties).

I. What We Need to Have

A. Federal -- Treaties are the exclusive province of federal law. The Library should have resources that enable users to do the following research on U.S. treaties and conventions:
   1. Find an authoritative text of the treaty;
   2. Determine whether it is in force and with what parties and reservations;
   3. Interpret the treaty, including its legislative history and judicial interpretations; and
   4. Verify and update its current status.

B. Treaties, more than statutes, contain ambiguities which often lead to controversy in interpretation and application. U.S. Senate documents are the most important. The Library should consider the following:
   1. Senate Treaty Documents.
   2. Senate Executive Reports.

II. What We Have

A. Publication
   1. Slip Form -- *Treaties and Other International Acts Series* (T.I.A.S.) 1945 -
   2. Pre-1950 -- *Statutes at Large* vol.8 (1778-1845); vol.18 (Treaties in force as of 1873); and vol.64 (treaties signed in 1949 and a complete list of all treaties appearing in the Statutes at Large).
   3. 1950 -- *United States Treaties and Other International Agreements* (U.S.T); the Library's last volume is 1983.

B. Retrospective
   1. See *Statutes at Large* above at II.A.2.
   2. C.I. Bevans, comp., *Treaties and Other International Agreements of the United States of America, 1776-1949*.

C. Native-American
   1. Vol.7 *Statutes at Large* 1778-1842.
   2. C.J. Kappler, comp., *Indian Affairs. Law and Treaties*.
   3. See also KF 8205 - KF 8228 for miscellaneous treaties.

D. Indexes
   1. *Treaties in Force*, Government Printing Office (GPO).
   2. Treaties - Current Actions feature of the *Department of State Bulletin*.
   3. *Shepard's Acts and Cases by Popular Name*; the index volume to Bevan's, and in the UST Cumulative Indexes.

E. Legislative History
   1. See discussion above concerning Senate Treaty Documents.
   2. CCH *Congressional Index*.
   3. *Congressional Quarterly Weekly Report*.
   4. *Congressional Record* indexes.

F. Verification and Updating
   1. The Shepard's citator for each state includes a listing of U.S. treaties with references to citations in state court decisions.
   2. *Treaties in Force*.
   3. WESTLAW, see discussion below.

III. Notes

A. Retention/Replacement -- Treaties, like federal statutes, are the "supreme law of the land" and should be maintained indefinitely.

B. Format -- The Library collection is exclusively print. A CD-ROM collection of U.S. Treaties would be preferred. See III.D.2. below.

C. Cooperative Collection Development -- The University of Minnesota has an excellent and comprehensive coverage of U.S. Treaties.

D. Miscellaneous --
   1. Case Law -- National Reporter System. While WESTLAW does not provide access to treaties generally, it does contain databases of U.S. Tax Treaties. Also, treaty titles or citations as search terms in other databases can locate judicial decisions and secondary sources that have interpreted or discussed a treaty's provisions.

   2. A new CD-ROM collection of U.S. Treaties, Oceana's TIARA, contains the full text of all U.S. treaties in force covering the years 1783-1964, and 1986 to present. The twenty-two year gap will be filled in the future.

11/21/94 MRA

TREATISES AND SUBJECT MATERIALS

Treatises are scholarly commentary sources that provide an analysis of a particular area of the law. They may be single volume or multi-volume works. Other subject materials in the Library's treatise collection (while not technically "treatises") cover a wide variety of materials including CLE's, proceedings, and restatements of the law.

I. What We Need to Have

A. National -- A broad representation of treatises and subject materials covering most general subject areas. The Library generally does not collect textbooks or casebooks but should collect all hornbooks, nutshells, and handbooks. The Library should also collect all editions of *Restatements*, including their tentative and final drafts.

B. Minnesota -- The Library should be as comprehensive as possible in collecting treatises, subject materials, and continuing legal education materials covering Minnesota legal issues.

C. Other States -- The Library should collect treatises for other states in close geographic proximity to Minnesota on a case by case basis. Preference is for subject materials that are multi-state and current in coverage.

II. What We Have

A. National -- The largest percentage of materials in the treatise collection are national in scope and cover a wide variety of subject areas. The Library receives all *Restatements* in final and draft form. The Library has a standing order for all nutshells and hornbooks.

B. Minnesota -- The second largest collection of materials in the treatise collection cover subjects specifically relevant to Minnesota. These include all current CLE materials of the Minnesota State Bar Association and the Minnesota Institute for Legal Education.

C. Other States -- The Library has a small collection of treatises for other states. Emphasis is placed upon materials with coverage of topics for states in close geographic proximity to Minnesota, e.g., Wisconsin, Iowa, North and South Dakota.

III. Notes

A. Retention/Replacement -- On a very selective basis, the Library discards older treatises. Most superseded materials are retained in the Library's Retired Collection. The Library retains all Minnesota CLE titles and *Restatements*.

B. Format -- Most of the Library's treatise collection is in paper; several items are on CD-ROM, and a few items are on microfiche. The Library does not restrict newly acquired material by format. Within budgetary limits, the Library will purchase the format that best fits the material and the needs of the Library's patrons.

C. Cooperative Collection Development -- The Library duplicates many of the materials already owned at other law libraries if they are principle legal treatises. The Library may refer patrons to other law libraries for more costly specialized materials it doesn't

own. Resources such as the *Union List of Looseleaf Services* are consulted before decisions are made to add or drop a certain title. To access important materials in other libraries (such as the continuing legal education titles published by the Minnesota Trial Lawyers Association), users may consult online catalogs.

D. Miscellaneous -- The treatises and subject materials of the Library provide both serious researchers and casual browsers with a topical arrangement of legal materials. Materials are classified into subject areas which are searchable on PALS by subject or keyword. The PALS online catalog provides access to treatises on both broad and narrow legal topics. For materials located outside of the Library, users may consult PALS, LUMINA, and OCLC for specific titles.

12/18/95 SG

UNIFORM LAWS AND MODEL ACTS

Uniform laws and model acts are acts, codes or laws that a professional organization recommends for enactment (either in whole or part) by individual states; consistency in state laws is the goal. The best known uniform law is the *Uniform Commercial Code*. This, and many other codes and laws, are promulgated by the National Conference of Commissioners of Uniform State Laws (NCCUSL) and published in *Uniform Laws Annotated* and the *Handbook of the National Conference of Commissioners on Uniform State Laws and Proceedings*. The American Law Institute also drafts recommended laws; the best known is the *Model Penal Code*.

See Also: STANDARDS.

I. What We Need to Have

A. Federal -- Not applicable (N/A) since this type of law is meant for state or local jurisdictions.

B. Minnesota -- N/A.

C. Other -- At a minimum, the Library needs to have all of the publications listed in the scope statement. The Library should also collect any other uniform laws or model acts published by such major organizations as the American Bar Association, American Bar Foundation, National Center for State Courts, and the State Justice Institute.

II. What We Have

A. Federal -- N/A.

B. Minnesota -- N/A.

C. Other -- The Library has all the uniform laws and acts published by the NCCUSL in the set *Uniform Laws Annotated* and the *Handbook of the National Conference* of *Commissioners on Uniform State Laws and Proceedings*, as well as many others from various legal organizations. The *Martindale-Hubbell Law Digest* and *Suggested State Legislation* also includes many uniform laws and model acts.

III. Notes

A. Retention/Replacement -- Retain older versions (for historical reference) in the Retired Collection.

B. Format -- At this time, the Library has acquired all material in book format although more and more of these acts and laws are becoming available online.

C. Cooperative Collection Development -- None.

D. Miscellaneous -- To access these materials, search PALS, "File GPO," and MULS. Suggested search terms are "Model Acts" and "Uniform State Laws." For a good basic introduction to model acts and uniform state laws, see *The Process of Legal Research*.

11/17/94 DL

Minnesota State Law Library

MISSION STATEMENT

The Mission of the Minnesota State Law Library is to assist the Minnesota Supreme Court in carrying out its responsibility to ensure the administration of justice. Included within the scope of this responsibility are:

(1) the acquisition and maintenance of a collection of legal resources and technology;

(2) the promulgation of rules and policies that ensure legal resources are placed at the disposal of the Supreme Court and other library users;

(3) the operation of a facility in accordance with approved standards;

(4) the design and implementation of programs, rules, policies and activities to ensure an efficient, responsible and vital public law library;

(5) the systematic review all programs, rules, policies, activities and operations in order to meet the current and future needs of the Supreme Court and other library users

April 1992

Minnesota State Law Library

Collection Development Decisions
Retention of Titles in Retired and Storage

Definitions
Retired -- always part of the MSL collection
Storage -- for discretionary use by the library

1. *Laws of Minnesota* --
   Retired: 2 copies
   Storage: Maximum 5 copies except for current year. Discard broken bindings

2. *Statutes of Minnesota* --
   Retired: 2 copies
   Storage: Maximum 5 sets except for current year. Discard broken copies

3. *Minnesota Statutes Annotated* --
   Retired: 2 copies of each superseded volume. Keep last pocket part or supplement with retired volume.
   Storage: Evaluate any offers for current sets of MSA

4. *Minnesota Rules* --
   Retired: 2 copies
   Storage: Maximum 5 copies except for current year

5. *State Register* --
   Retired: 2 copies unbound-from active distribution
   Storage: Maximum 5 copies

6. *Minnesota Attorney General Opinions* --
   Retired: 2 copies
   Storage: Maximum 5 copies

7. Minnesota Treatises --
   Keep 1 copy of each edition (newest edition in Treatises -- KFM Section)
   Minnesota Rules of Court (West pamphlet)
      Retired: 2 copies
      Storage: 5 maximum
   Ordinances -- Keep 1 copy in Active collection
      Storage: 5 maximum
   Minnesota Dunnell's Digest --
      Retired: keep 2 copies of each superseded volume
      Storage: No superseded volumes. Evaluate offers for current sets of Dunnell's
   Minnesota Practice --
      Retired: keep 2 copies of superseded volumes; keep two copies of all earlier editions
      Storage: Evaluate offers for donations of current editions of Minn. Practice
   Workmen's Compensation Reports -- keep one copy in Active collection
      Retired: 2 copies
      Storage: 5 maximum

RETENTION OF TITLES IN RETIRED AND STORAGE continued

7. Minnesota Treatises continued --
   Older Minnesota CLE -- classify at most 2 copies
   Retired: when 5 years old, retire one copy only
   Storage: keep any duplicate copies that are less than 5 years old

8. Law Reviews (Minnesota) --
   Includes *Constitutional Commentary*, *Hamline Journal of Public Law and Policy*, *Hamline Law Review*, *Journal of Law and Religion*, *Law & Inequality*, *Minnesota Law Review*, *William Mitchell Law Review*.
   Retired: Keep two copies of each title; all others to Exchange

9. Bar Association Journals --
   Includes *Minnesota Defense*, *Minnesota Trial Lawyer*, *Hennepin Lawyer*, *Bench and Bar*.
   Retired: 2 copies; all others to Exchange

10. *Northwestern Reporter* --
    Storage: 1st Series -- 2 copies; 2nd Series -- 5 maximum

11. *Minnesota Reports* --
    Storage: 5 copies maximum

12. *Minnesota Reporter* --
    Storage: 5 copies maximum

13. *Minnesota House and Senate Journals* --
    Storage: Keep 2 good sets of journals

14. *Minnesota Legislative Manuals* --
    Storage: 2 complete sets maximum

12-28-90 Rev

American Association of Law Libraries. State, Court, and County Law Libraries Special Interest Section. Appellate Court Library Standards as published in 22 *State Court & County Law Libraries News* 9-15 (No. 1, Fall 1995).

APPELLATE COURT LIBRARY STANDARDS

PREAMBLE

Access to justice is a fundamental right of every citizen of the United States. An essential element of this right is access by all to legal information resources held in the appellate court law library. Each appellate court law library holds its resources in public trust to ensure that legal information is available to all citizens. Thus, the appellate court law library is integral to the administration of justice. It is the hope of the members of the State, Court, and County Law Libraries Section of the American Association of Law Libraries that these standards will be guidelines for appellate courts to follow, to assure that their law libraries are of the highest quality in collection, personnel, and services.

I. GOVERNANCE

A. The position of the law library within the structure of state government should be defined by law. In addition, the law library should have a written mission and goals statement. The statement should reflect the statutory mandate.

B. The head law librarian should be recognized as a part of the management team of the library's governance body and should participate in policy making which affects library operations. The head law librarian should meet on a regular basis with his or her superiors to be advised of policy directions.

C. The law library should submit an annual report to its governing body. The report should be prepared by the head law librarian.

D. The head law librarian should initiate or be involved in all p'anning and implementation of decisions that affect the law library including but not limited to: 1) development and administration of the law library budget; 2) development of the collection, including bibliographic and physical control for facilitating access; 3) contracting for or participation in library or other information networks or services; 4) participation in local and/or statewide court electronic networks; 5) personnel to assist users, service the collection, and perform all administrative functions required of the law library; 6) development and staffing of branch libraries and chambers collections; 7) physical facilities; and 8) management of library operations.

COMMENT:

The law library should be recognized as a separate unit within state government. Unless there is a compelling reason to the contrary, the law library should be a part of the judicial branch. However, in those states where the law library is part of the state library or is under the executive or legislative branch, the law library should be recognized under the law as a distinct unit within its governing body.

The head law librarian should be part of the management team for the governing body. If the law library is part of the judicial branch, the law librarian should be part of the court management team that includes the court administrator, the court clerk and/or other administrative or department heads.

The head law librarian should be involved

in all planning and decision making, and in the implementation of any decisions that affect the law library. The head law librarian must be apprised and in turn must advise the governing body of the advantages and disadvantages, costs and benefits, of all decisions affecting the law library.

To carry out the mission of the governing body as well as the law library, the head law librarian should report to and receive direction on policy issues from superiors.

As part of on-going communication within the governing body, the law library should prepare and distribute an annual report of its activities. The report should include information about fulfillment of its mission and its participation in the mission of the governing body.

II. BUDGET

A. The budget of the law library should be separate and distinct from the budgets of other operations of its governing body.

B. The budget of the law library should be adequate to ensure a complete, up-to-date collection, including non-print resources, with provision for new acquisitions, and a qualified staff to maintain an acceptable level of library services.

C. The budget should include but should not be limited to the following categories: 1) personnel costs, including salaries and benefits; 2) publications costs, including upkeep and subscription for both hard copy and alternative formats; 3) supplies and equipment; 4) binding costs; 5) resource sharing, including networking and online bibliographic utilities; 6) physical space and maintenance; 7) training and travel for law library staff; and 8) such other categories as may be defined by law.

D. The head law librarian should prepare, present and manage the law library budget. The law library budget should be given equal priority with other services in the budgetary process of the governing body. Its budget request should be supported and defended vigorously by the governing body.

COMMENT:

The budget of the law library should be recognized as an important feature of its governing body. The budget should accurately reflect all costs associated with the operation of the law library, including personnel and technological changes.

The head law librarian should have the primary responsibility for preparing, presenting and managing the law library budget. However, the governing body should be prepared to defend the law library budget as a vital part of its mission. The governing body also should be prepared to provide support throughout the fiscal year to ensure that the administration of the budget complies with its overall mission and with accepted accounting procedures.

III. PERSONNEL

A. The law library should be staffed with professional personnel, qualified through education, training and experience, in areas such as administration, acquisitions, cataloging, reference including database searching, and any other necessary professional functions, sufficient to meet the goals of its mission. Sufficient technical, clerical and secretarial personnel also should be made available to the law library to support these functions and assist the head law librarian.

B. The salaries of the head law librarian and all other library personnel should be commensurate with their education, training, experience and the extent of their responsibilities.

C. The head law librarian should appoint and evaluate the other library staff members. The head law librarian and all law library staff should be covered by the governing body's personnel policy or a comparable plan for career employment.

D. All law library staff should be given the opportunity to pursue a program of professional development that is relevant to their own needs and interests, as well as the interests of the law library. Such opportunity should include financial assistance.

E. The law library staff should be encouraged to participate in local, regional, and national professional law library associations. The law library's budget should make provision for such membership dues.

F. The law library staff should participate in online discussion groups and conferences as part of an ongoing program of professional development and education.

COMMENT:

All law librarians should hold a graduate degree in library or information science. A law degree meets the requirement if the librarian possesses substantial law library experience. In addition the head law librarian should have substantial experience in the management of libraries.

Substantial experience means knowledge and practical application gained by the regular performance of duties that are usual to the position involved.

The library and its users benefit when the library staff members improve their skills through institutes, post graduate courses, online discussion groups, online conferences, professional associations and meetings. Such continuing education is accepted in the legal profession and in fact required in many jurisdictions.

IV. PHYSICAL PLANT & FACILITIES

A. The law library should be conveniently located in or adjacent to the court building.

B. Shelving should be arranged in a manner that allows for easy access to the collection. There also should be sufficient shelving or provision to permit adequate growth of the collection.

C. Facilities should be provided for the use and storage of non-print and fragile materials under adequately protective conditions. Adequate provisions should be made for the use of online and electronic data.

D. There should be suitable and adequate equipment, work space, and comfortable seating for the library staff and users of the collection. Proper lighting and temperature control including heating, ventilation, air conditioning, and humidity control also should be provided.

E. Conference areas, copiers, and electrical outlets for computer use, should be provided in the law library.

F. Directories, library guides, and other signage to assist users in finding their way to and about the library should be provided.

G. The law library should meet the requirements of the Americans with Disabilities Act of 1990.

COMMENT:

The law library should be housed in the same building or in close proximity to the courts it serves to provide convenient library access by the judges and court personnel, the legislative and executive branches of state government, the state bar members and the general public.

Adequate provisions should be made for the installation and use of copiers, computer terminals, word processors, microform reader-printers, audiovisual equipment, and any other equipment needed to enhance library services. This includes equipment needed for library operations such as cataloging and acquisitions.

The library should be user-friendly; various devices to assist users in finding their way about the library should be provided.

V. INFORMATION SERVICES

A. The law library's mission and goals statement should identify the levels of information service provided to its user groups.

B. The law library should augment its resources through interlibrary loans, cooperative agreements, networks, and online electronic data.

C. Library policies concerning user access to print and non-print legal information should be formulated and conspicuously posted and advertised to advise users of the extent and availability of the library's resources.

COMMENT:

The law library should provide access to legal information in a manner that is efficient, economical, reliable, and in accordance with accepted standards and measures of performance. Although some appellate court libraries serve narrow constituencies, most libraries maintain collections that not only serve the court and its personnel, but also the legislative and executive branches of state and local governments, the staffs of prosecutor and public defender offices, state bar members, inmates, and the general public.

Libraries must consider the concept of access to legal information versus ownership of materials. The information explosion has made it difficult for any one library to hold all legal information within its walls. Technology has made it possible for the library to expand its capability to provide access to information not available within the library.

Interlibrary loans, strong cooperative agreements or networks among court and other law libraries provide one approach towards making legal information accessible to all users of the library.

The library should develop a written reference policy to ensure that the information and assistance provided to its users is appropriate to the situation. This should include service to off-site users as well as users in the library. The policies should be posted or otherwise advertised so that users are made aware of the availability of the resources or the procedure necessary to access the materials.

VI. TECHNICAL SERVICES

A. ACQUISITIONS

1. Written policies for collection development, including criteria for the selection and discarding of materials and the acceptance and disposition of gifts, should be formulated by the head law librarian in consultation with staff and users, and approved by the library's governing body.

2. The head law librarian should have the authority to select materials to be added to the collection in accordance with the collection development

policies; or to delegate such authority to a qualified library staff member.

3. All materials should be current with respect to continuations, supplements, and replacements. Sets should be complete. Multiple copies should be available where heavy usage requires them. All superseded material stored or maintained in the library should be clearly indicated as such and should be retained only if it continues to serve as a useful source of information for users of the library.

4. The library should acquire and provide access to information in the best alternative non-print format, including microform, audiovisual, and electronic materials such as online databases, compact discs, and electronic data files available on computer networks, in addition to print materials.

5. The law librarian should have the authority to join library or other information networks that can aid in acquiring, sharing, and providing access to information services.

6. The library should have available the selection resources appropriate to its needs.

COMMENT:

The law library should have a written collection development policy based upon its defined mission statement. It should address access, material and service for its diverse user groups; print and non-print alternative formats; selection criteria and responsibility and collection maintenance issues.

The law library should base its collection development strategies on combinations of traditional and automated research resources. It should be remembered that hard-copy is often necessary to allow multiple user access or to permit access during online downtime. If core collections of legal materials in hard copy are replaced by electronic research services, questions may arise as to whether database availability alone, without prompt and adequate assistance by trained librarians, provides sufficient access to legal information. Whether policies are adopted to provide basic legal information through print or through non-print sources, the planning and implementation of technology in appellate court libraries should take the needs of all users into account.

The law library should strive to provide access to legal information that is comprehensive as well as authoritative. In addition to the standard primary and secondary sources, every effort should be made to acquire materials to assist and inform *pro se* litigants and the public of their legal rights and responsibilities.

The head law librarian, as a member of the governing body's planning team, should take an active role in the acquisition of materials, whether it is actually selecting the materials, or the delegation and oversight of the duty.

Technological developments are having a major impact on the development of law library collections. As a result of technological developments that already have taken place in information delivery such as microforms, audiovisual, optical media, compact discs, telefacsimile, online data bases and library automation, the concept of the law library as a depository of books has given way to the actuality of the law library as a total information resource and network.

Cooperative agreements or networking among court and other libraries enable participating libraries to purchase materials jointly, share the use of materials and alert each other to the contents of their collections. Participating libraries extend both their research resources and their budgets by not duplicating the purchase of materials.

B. CATALOGING

1. The entire collection, including non-print materials, should be cataloged and classified in a system that promotes quick, easy retrieval of material by both users and library staff. National standards for bibliographical records should serve as guidelines for cataloging and organizing materials.

2. The law library should join a computer-based library network for cataloging and other library services. Complete holdings information should be included on the records in the cataloging utility to facilitate the electronic exchange and sharing of information.

3. Library catalogs and other files should be generated in machine readable formats based upon and compatible with national standards. Whenever possible, existing paper catalogs and files should be converted to electronic ones.

4. The law librarian should have the authority to oversee the planning, funding, and implementation of in-house library computer networks linking the library's online catalog, other library files, technical processing operations, community based legal information sources, and other online information sources available from remote locations into a single electronic information resource.

COMMENT:

Technology has changed the library catalog into a virtual bibliographic resource allowing the library's staff and users to determine the availability of sources of information, not only within the library but worldwide.

Manual card catalogs and paper files no longer can be considered adequate systems to access legal information, given the sophisticated access potential of electronic systems.

It is essential that the library use a cataloging utility and include complete and accurate holdings information so that its users, staff, and other librarians can gain access to its resources.

The use of cooperative cataloging products and services should be utilized as a means of simplifying and speeding up the cataloging process while keeping its costs down.

C. COLLECTION MAINTENANCE

1. The library's collections should be maintained in good physical condition. The library should establish a preservation and disaster control program.

2. Serial publications received in unbound form, except those of temporary value, should be either bound or stored in a durable and accessible non-print format on an ongoing basis.

COMMENT:

Maintenance of the library includes book cleaning, repair and binding. Cleaning is a matter of periodically dusting and cleaning the books and shelves. A systematic screening of the collection will allow minor repairs to prevent major problems.

Preservation has two aspects. The first is stopping damage before it starts. The second is the repair of damage already done to prevent further harm and to make the material available for future users.

Prevention maintenance includes attention to environmental aspects such as lighting, air pollution, temperature and humidity.

VII. COLLECTION

A. Publications of the Appellate Court Library's Home State

1. State Case Materials

   All published court decisions
   Appellate court records and briefs

2. State Constitutional Materials

   All constitutions
   All constitutional convention proceedings

3. State Legislative Materials

   Current code, annotated if available
   Legislative service
   All superseded codes
   Session laws, complete set
   House and Senate journals, complete set
   House and Senate reports complete set
   All legislative manuals

4. State Executive Department Materials

   Attorney General opinions
   State administrative codes
   Municipal and county codes

5. State Judicial Materials

   Current court rules
   All superseded court rules
   Annual reports of the state court administrator
   Judicial Council reports
   Judicial Conference reports
   Judicial directories
   Benchbooks and manuals for court personnel

6. State Finding Aids and Other Secondary Resources

   State digest
   State legal encyclopedia, if available
   Shepard's Citations
   Significant treatises, form books, and practice books
   Bar Association publications and reports
   Legal periodicals and newspapers

B. Publications Concerned with Federal Law

1. Federal Case Materials

   Official and at least one other reporter of decisions of the United States Supreme Court
   All published decisions of the U.S. District Courts, U.S. Courts of Appeal, and U.S. Bankruptcy Courts.
   At least one reporter of federal rules cases

2. Federal Legislative Materials

   Statutes at Large
   United States Code and at least one annotated version
   A federal session law service
   Sources of legislative history

3. Federal Administrative Law Materials

   Federal Register
   Code of Federal Regulations
   All superseded sets of *Code of Federal Regulations*

4. Federal Finding Aids

   A Supreme Court digest
   Federal case digest, all series
   Shepard's Citations for reports and codes held by library

C. National Publications

1. National Case materials

   Pre-National Reporter System decisions
   National Reporter System, complete
   American Law Reports System, complete

2. National Legislative Materials

   Current statutory compilations of all states

3. National Finding Aids and Secondary Resources

   American Digest System, complete
   Shepard's Citations for all units of the National Reporter System
   Words and Phrases
   American Jurisprudence, 2d and/or *Corpus Juris Secundum*
   American Law Institute *Restatements*
   Set of uniform and model laws
   Broad selection of legal periodicals and newspapers
   Current Law Index and *Index to Legal Periodicals*
   A basic collection of current legal texts, treatises and looseleaf services
   Legal reference tools, including dictionaries, thesaurus, legal abbreviations, legal quotations and *Martindale-Hubbell Law Directory*
   General reference tools, including unabridged dictionary, atlas, almanac, statistical abstracts

COMMENT:

The materials listed above are recommended as the basis for a strong appellate court library collection. The list may be used as a checklist for collection evaluation purposes, but should not be used to limit the scope or growth of a collection that meets or exceeds the standards.

Alternative forms of publication or cooperative agreements with libraries within a geographic area will satisfy the collection requirements if staff is available to assist users in effectively accessing resources, including off-site resources.

American Library Association

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library Bill of Rights was revised by the Intellectual Freedom Committee as of October 19, 1979 and adopted by American Library Association Council on January 23, 1980. Reaffirmed by the Intellectual Freedom Committee January 26, 1993.